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ABSTRACT

A 1979 Systems and Procedures Exchange Center (SPEC) survey on special collections in Association of Research Libraries (ARL) institutions focuses on centralized departments that handle rare books, manuscripts, archives, and author-subject collections. Statistical results from 66 survey replies reporting on the staffing, size, and expenditures of special collection departments are presented in this kit. The kit comprises: (1) goals and objectives, guidelines, and policies for collection development from University of Tennessee-Knoxville, University of Washington, Iowa State University, Princeton University, Colorado State University, State University of New York-Stony Brook, McMaster University, and Stanford University; (2) use policies and procedures from University of Cincinnati, Texas A&M University, University of North Carolina-Chapel Hill, Brown University, and Yale University; (3) descriptions of facilities and housing from the National Library of Canada, Emory University, Duke University, and University of Cincinnati; and (4) reports on projects for fostering support and use from Washington University, Brown University, University of Wisconsin, Massachusetts Institute of Technology, and State University of New York-Buffalo. The concise summary that introduces the collection is based on narrative replies and documents received in response to the 1979 SPEC survey on roles and functions of special collections, maintenance, housing, user services, and trends and issues. (THC)

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September 1979

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Special Collections

Kit 57

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spec flyer

September 1979, No. 57 OMS

Systems and Procedures Exchange Center

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SPECIAL COLLECTIONS IN ARL LIBRARIES

Initially serving to set apart and protect materials of a valuable, unique, or exhaustive nature requiring careful handling and protection, the special collections function in large academic and research libraries moved into a more active collection development mode during the financially flush 1960's. In more recent years, with mounting financial pressures and accountability, many libraries are faced with the challenge of justifying support for special collection materials that -- although a national resource -- tend to be costly to obtain and manage and to be less frequently used than general materials. As a result, a number of special collection departments are operating with reduced funds and staffing, and are being encouraged to locate external support for their operations and development.

While special materials can include such items as newspapers, microforms, art work, music collections, oral history, regional collections, and graphic art, the recent SPEC Survey on Special Collections in ARL Libraries focused mainly on centralized departments that handle rare books, manuscripts, archives, and author-subject collections. Some 86 ARL members supplied statistics on the staffing, size, and expenditures of special collections departments and submitted documents concerned with collection development and acquisitions, collection scope and use, funding, preservation issues, accountability, physical facility requirements, and resource sharing in the April 1979 survey. Statistical findings are presented in the accompanying kit, while this flyer is based upon narrative replies and documents.

ROLES AND FUNCTIONS OF SPECIAL COLLECTIONS. Most libraries responding to the SPEC survey indicate they operate centralized special collections departments for administrative convenience and cost effectiveness. However, some libraries define special collections as any exhaustive, unique set of materials, whether they be in the general stacks or a separate departmental library. Common elements in either of these definitions are that the materials are primarily used by selected faculty and researchers, are of national importance, and are housed in protected stacks.

In general, the accountability of special collections is based on one of two modes, or a combination of them. In one mode, purchases and transfers are acquired based on plans made with scholars and faculty. Such items tend to be heavily used by university programs, and accountability is based primarily on the research and educational value of the material. The second mode involves maintaining or strengthening longstanding parts of the collection which may or may not be related to curriculum or research programs. In this mode, accountability is based on the value of the materials, preservation, enhancement of university prestige, and safeguarding of national resources. In addition several libraries report that special collections are viewed as important resources for attracting new faculty and development of new university programs.

Although special collections help fill a national need to preserve and protect unique materials, it is increasingly difficult for libraries to justify expensive purchases at the local level. Special collections departments tend to obtain many of their holdings through gifts and transfers from the general collections, according to the survey responses. Acquisition often proceeds at a more unpredictable pace than for the general collection due to quick and extensive changes in funding and gifts. Collection development statements and policies often

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are developed separately from the main collection's, to allow for criteria based on types or categories of material (i.e., author, subject, format, period, genre) in addition to, or instead of, discipline or content related to curriculum. While many collections center on history or literature, there are indications of increasing efforts to strengthen collections in areas such as science, technology, and current events, when funding permits.

MAINTENANCE, HOUSING, AND USER SERVICES. Bibliographic control, preservation/conservation and housing of materials, and user services are costly undertakings for academic libraries today creating unique needs and challenges. Bibliographic control continues as a prime concern, since cataloging for these varied materials often is non-standard and more detailed than the existing national bibliographic data bases.

Deterioration of materials, especially those published after 1850, is seen as a major preservation/conservation problem, and most libraries report that a lack of funds limits them to deacidification, encapsulation, and the treatment of leather bindings for in-house conservation. Of 54 libraries commenting on their environmental controls (temperature, humidity, and light), 18 indicate theirs are adequate, 20 indicate they are inadequate, and 16 note they are currently upgrading the facilities. Space for collections and for staff work areas was considered adequate by 18 of 68 libraries, while 19 are upgrading space and 31 state they are housed in inadequate space. Disaster planning, security measures, and insurance coverage (in private institutions), also are receiving increased attention.

Libraries tend to be flexible concerning external use policies for special collections, but the closed-stack management of most special collections requires item-by-item paging, and security requirements call for separate reading rooms and staff to supervise them. Since many special collections serve as national or treasure collections, they are more heavily used on-site, by phone, and particularly by mail by researchers external to the university. Although such use puts heavy demands on the staff, this service is reciprocal and usually is considered mutually beneficial.

TRENDS AND ISSUES. A fundamental concern of special collections units as they attempt to respond to a tightening economy and increased emphasis on accountability is justification of the high costs of acquiring, cataloging, preserving, and storing materials that are of national importance but are difficult to support at a local level. It is becoming more difficult to maintain and expand subject strength collections based solely on past collecting patterns. Instead, special collections departments are being asked to focus attention on materials related to present or anticipated university program needs, and are increasingly being called upon to gather financial suport from the community and external users.

Some libraries are investigating alternative methods of defining and administering special collections to reduce costs and increase their usefulness. A single department is valuable for focusing attention on and highlighting materials of special interest and value, yet such an approach can sometimes come to reflect the collecting habits and preferences of a few faculty, donors, or librarians that may or may not be related to university-wide research and instructional needs. In addition, focusing on materials within one department can channel attention and support away from other special materials just as exhaustive or unique which are located in areas throughout the general collections or in departmental libraries.

The Kit on Special Collections (#57, September 1979, 117 pages) contains statistical results of the SPEC survey, eight documents on collection development policies, four documents on facilities and housing, five documents on use policies, and six documents on fostering support/use. It is available for $7.50 to ARL members and SPEC subscribers and for $15.00 to all others, prepayment required, from: SPEC, Office of Management Studies, Association of Research Libraries, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036.

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KIT #57 OCTOBER 1979
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Special Collections Survey Results

Based on 66 Replies from ARL Libraries

June 1979

Prepared for:
University of Massachusetts
Libraries

SPECIAL COLLECTIONS SURVEY RESULTS

QUESTION	RANGE	RARE BOOKS	MANUSCRIPTS	ARCHIVES	TOTAL
Staff Paid From Library Funds	under .5	0	1	0	
	.5-2.9	17	19	15	
	3-5	19	12	11	
	6-10	4	3	0	
	11-over	2	3	0	
	Low-High	0-22	0-19	0-3	
Staff Paid From Non-Library Funds	None	10	6	8	
	1-3	4	3	1	
	4-6	2	3	2	
	7-9	1	2	0	
	10-over	1	1	0	
	Low-High	0-41	0-15	0-6	
Special Collection Staff					
Staff Cataloging	None	5	4	5	
	1-2	14	16	10	
	3-4	5	4	3	
	over 4	4	2	0	
	Low-High	0-9	0-12	0-4	
Staff Binding	None	12	10	6	
	1-2	4	0	1	
	3-4	0	0	0	
	5-6	0	0	0	
	Low-High	0-2	0	0	
Staff Involved In Other Conservation Act.	None	4	7	6	
	1-2	8	6	3	
	3-4	1	1	0	
	5-6	1	0	0	
	7-over	1	1	0	
	Low-High	0-8	0-3	0	
Other Departments					
Staff Cataloging	None	8	8	6	
	1-2	14	3	1	
	3-4	1	0	0	
	over 4	1	0	0	
	Low-High	0-6	0-2	0-2	
Staff Binding	None	9	10	6	
	1-2	5	1	0	
	3-4	0	0	0	
	over 4	1	0	0	
	Low-High	0-5	0-1	0	

SPECIAL COLLECTIONS SURVEY RESULTS

QUESTION	RANGE	RARE BOOKS	MANUSCRIPTS	ARCHIVES	TOTAL
Staff Involved In Other Conservation Act	None	10	11	7	
	1-2	4	1	0	
	3-4	0	0	0	
	5-6	0	0	0	
	Low-High	0-1	0-1	0	
Collection Size					
Volumes	None	0	2	1	
	Below 10,000	7	5	5	
	10,000-25,000	16	3	3	
	over 25,000	25	1	2	
	Low-High	5,000-462,769	0-14,350	0-27,280	
Linear Feet	None	1	0	0	
	150-700	1	15	11	
	701-2,100	3	8	12	
	2,101-11,500	3	8	5	
	Low-High	0-11,500	25-45,000	170-1,850	
Cubic Feet	None	1	0	0	
	200-600	0	2	0	
	601-1,500	0	1	2	
	over 1,500	0	2	7	
	Low-High	0	0-1,600	0-10,000	
Volumes Added	None	0	2	3	
	Below 500	8	5	8	
	501-2,000	19	1	2	
	over 2,000	12	5	1	
	Low-High	10-17,797	0-2,100	0-2,220	
Cubic Feet	under 99	0	2	0	
	100-200	0	1	3	
	201-350	1	1	0	
	over 350	0	0	3	
	Low-High	0-210	10-350	100-613	
Linear Feet	0-50	1	3	4	
	51-75	0	1	0	
	76-150	0	1	2	
	151-300	0	1	1	
	over 300	1	3	2	
	Low-High	38-2,887	0-1,390	24-4,000	

SPECIAL COLLECTIONS SURVEY RESULTS

QUESTION	RANGE	RARE BOOKS	MANUSCRIPTS	ARCHIVES	TOTAL
Collection Use					
Number of Users	None	0	0	0	
	1-800	12	19	14	
	801-1,600	7	1	6	
	1,601-2,500	7	3	2	
	Low-High	200-1,580	3-1,047	50-1,565	
Number of Volumes.	None	0	0	0	
	5-200	1	4	5	
	201-4,000	14	5	2	
	4,001-8,000	13	5	2	
	Low-High	5-7,046	5-4,316	5-18,241	
Expenditures and Gifts Received					
Library Funds	None	2	4	6	
	Below 10,000	21	7	1	
	10,000-50,000	9	4	1	
	over 50,000	5	0	0	
	Low-High	0-87,592	0-35,000	0-11,000	
Inst. Funds Spent on Accessions	None	8	6	7	
	Below 10,000	4	3	1	
	10,000-100,000	1	4	1	
	over 100,000	2	1	0	
	Low-High	0-240,000	0-339,567	0-12,000	
Outside Grants Gifts for Accessions	None	3	6	5	
	Below 10,000	15	2	2	
	10,000-100,000	7	3	0	
	over 100,000	3	1	0	
	Low-High	0-364,077	0-254,039	0-500	
Value of Inkind Gifts	None	1	2	3	
	Below 10,000	10	4	1	
	10,000-50,000	8	4	1	
	over 50,000	5	4	0	
	Low-High	0-251,276	0-100,000	0-11,000	
Binding Costs	None	5	8	6	
	Below 2,000	9	1	2	
	2001-4,000	4	2	0	
	over 4,000	6	0	0	
	Low-High	0-3,000	0-1,000	0-1,000	
Other Conservation Costs	None	7	7	7	
	Below 1,000	7	1	1	
	1,000-3,000	8	2	0	
	over 3,000	1	2	2	
	Low-High	0-50,833	0-17,143	0-4,000	

ROLES AND FUNCTIONS

Special Collections Goals and Objectives

1. To bring together the more valuable, rare and fragile materials into one area to be used under special conditions.
   a. To transfer from other library areas items found to be within the collection scope of Special Collections as the need arises.
   b. To review selected areas of holdings to remove materials no longer appropriate to the collection, i. e. art portfolios, pornography, etc., as the need arises.

2. To catalog and organize Special Collections materials in such a way as to bring out their special or unique features.
   a. To remain abreast in the organization of incoming materials by cataloging books within a month's time and arranging manuscript collections, depending upon size, within a year's time (some 300—500 volumes and about 150,000 manuscript pieces may be reasonably anticipated for addition to the collection).

3. To process Special Collections materials in such a way as to preserve as nearly as possible their original state.
   a. To remain abreast in processing new materials by preparing books within a month's time and preparing manuscript collections, depending upon size, within a year's time (some 300—500 volumes and about 150,000 manuscript pieces may be reasonably anticipated for addition to the collection).

4. To house Special Collections materials in such a way as to afford maximum protection against theft, damage and deterioration.
   a. To provide appropriate space and equipment to house the volume of incoming materials.

5. To bring to the attention of the University community the value and interest of these materials by means of publicity, publications and exhibits.
   a. To mount attractive exhibits with at least one change monthly.
   b. To arrange for publicity releases relating to gifts and developments as called for.
   c. To encourage publications reflecting upon the collection resources with at least one major issue this year.

6. To build the collection, supplementing materials already in it, and bringing together items of particular research interest to the instructional program of the University and of historical value to the state.
   a. To search for and acquire appropriate new materials compatible with Scope Committee recommendations from dealers (current and antiquarian), private donors, and other sources to the full extent provided for by official ($12,000 minimum) and outside support.

7. To offer all reasonable service and assistance to users of the collection.
   a. To seek ways to improve services by holding quarterly staff discussions on the subject.

University of Washington

006

University of Washington Libraries
Special Collections Division

GENERAL STATEMENT OF GOALS FOR ALL RESEARCH COLLECTIONS

Goals: To engage in planning, development, conservation, security, reference service, and supervised use of collections of rare, scarce, unique, and other specialized materials essential for advanced study and research in intellectual history, social history, literary history and art history.

Objectives:

1. No subject field to be totally excepted although priority of assignment of materials in history of medicine, history of music, Asian history and literature, and Pacific Northwest Americana, shall be given elsewhere in the library system.

2. To select materials from all past accessions and from all current accessions, whether received by gift or purchase.

3. To solicit gifts and encourage appropriate donations to the research collections.

4. To develop essential card catalogs, and supporting catalogs of a specialized nature.

    a. Extend the existing author catalog to be an author-title catalog.
    b. Develop specialized catalogs as needed, especially an imprint file, a provenance file, an illustration file, a binding file, and files displaying other special features of materials in the research collections.

5. To provide the optimum of approved conservation techniques, appropriate storage facilities, and the highest degree of security at all times in order to prevent theft, mutilation, and careless use of materials.

6. To shelve or otherwise store materials in whatever ways are deemed most advantageous to staff and to users, whether by classification, by format, by standard bibliography numbers, or by other consideration.

7. To coordinate all collection development and service involving the research collections with the other units of the library system concerned in any way with the subject fields involved.

8. To encourage the participation of faculty, students, and public in the development of the research collections and their uses.

9. To provide advanced bibliographical reference service on all research collections to staff, faculty, students, the public, and others. To act as consultant to librarians of other units of the system holding unique materials or collections in any fields.

SPECIAL COLLECTIONS/RESEARCH COLLECTIONS: Sub-element: Rare Book Collection

Goal : See general statement of Goals for all Research Collections.

Objectives this sub-element:

1. To assemble, maintain, and supervise the use of early printed books the library system may acquire by gift or purchase (exceptions noted), especially books of the following countries and periods:

Books, etc., printed in Continental Europe before 1650, books printed in England before 1750, books printed in the Americas before 1850, and any books of later date that are recognized as rare, scarce, extremely fragile, or highly susceptable of theft or mutilation if unguarded.

Transfer from open stack collections all European imprints of the period 1601-1650, English imprints of the period 1641-1750, and imprints of the Americas of the period 1801-1850.

2. Books issued in limited editions, autographed copies, inscribed copies, presentation copies, association copies and other books and materials of unusual interest of any country and any period. Books in this category need not themselves be rare or scarce, but should be ones made unique by other factors such as former ownership, inscriptions, etc.

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SPECIAL COLLECTIONS DEPARTMENT

Mission: To collect, organize and preserve manuscripts, rare books and University archival materials.

Objectives:

1. To develop efficient methods for acquiring and organizing for ready access publications, records and other archival materials of the University.
2. To acquire as gifts collections of manuscripts and records that fall within the Library's acquisitions scope and to organize them for ready access by researchers.
3. To provide complete bibliographic records for the Library's rare book collections and to suggest additions to this collection.
4. To offer complete reference service for all materials housed in the Special Collections Department.
5. To maintain and submit to the Library Administration statistical data on new acquisitions and on growth and use of the collections.
6. To be informed about new techniques and methodologies that are important for preservation and organization of materials in the Department.
7. To develop, maintain and continually revise written manuals for all departmental procedures.
8. To develop goals on short and long range bases for collecting, preserving and servicing of the materials in the Department.

10/74

Rare Book Division

I. General Collecting Guidelines

A. General purpose

The rare book collections protect many of the most valuable, scarcest, or most important materials in the Library's collections. Because of concentrated attention paid to the collections over the years by donors and members of the library staff, the collections are quite large (about 150,000 volumes) and able to support intensive research, especially in the fields of English and American literature. Although the collections serve primarily persons affiliated with Princeton, they also support teaching, exhibitions, and research elsewhere, through loans and photographic reproductions.

The collections are used mainly by university students and scholars in art, literature and history.

B. Subjects excluded

The rare book collections do not cover East Asian rare books since these are collected by the Gest Oriental Library, nor does it collect early books in Hebrew or Arabic, although the Near Eastern selector gathers materials in these languages. Other exclusions follow the general guidelines established for the Princeton University Library.

C. Overlap with other collections or subjects: division of responsibility

The rare book collections have no intentional overlap with other special collections on campus, except for the rare book section of the Marquand Art Library.

D. Languages collected and excluded

Collected: English, French, German, Latin, Italian, Greek, Spanish, Portuguese, Scandinavian languages, native American languages.

Excluded: Except for Chinese, Japanese and Korean (which are collected by the Gest Oriental Library), no language is theoretically excluded from the collections.

E. Geographical limits

There are no geographical limits to the collections, except as implied above in I.D.

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F. Chronological limits

Theoretically there are no chronological limits to the collections.

G. Retrospective acquisition

Much of the material acquired falls under this heading.

H. Types of material collected and excluded

Collected: monographs; serials; pamphlets; ephemera.

Excluded: audio-visual materials.

I. Other factors

Unusual gifts could well alter the collecting policy for rare books. For example, if the Library accepted a substantial collection of early printed books in Welsh or Icelandic for the rare book collections, efforts would be made to build on that strength.

II. Subjects and Collecting Levels

A. According to Administrative Procedure No. 4 (4-3-73), the rare book collections generally include:

1. anything costing or appraised at $100.00 or more per unit

2. works printed before the following dates:

    a. 1801 in Continental Europe, in England and in English abroad

    b. 1821 in the United States east of the Mississippi, in Canada, South America and Central America

    c. 1826 in Eastern Europe

    d. 1876 in the United States west of the Mississippi

    e. 1901 in Africa and the Pacific

3. physical characteristics:

   a. editions limited to 500 copies or less

   b. works requiring special handling, e.g., broadsides, ephemera, fragile materials, loose-leaf albums, miniatures, playbills, portfolios, prints, programs

   c. works of importance because of illustration, typography or binding

   d. works associated through inscription, annotation, or previous ownership with important individuals, institutions or historical events

4. Many of the authors and artists collected by Princeton are of an early date and would be assigned to the Rare Book Division in any case. The following is a sampling of authors and artists presently being collected in the Library:

   Thomas Bailey Aldrich

   John James Audubon

   Aubrey Vincent Beardsley

   Sir Max Beerbohm

   Richard Palmer Blackmur

   William Blake

   Sir Thomas Browne

   George Gordon Noël Byron, 6th baron Byron

   Francois Auguste Rene Chateaubriand

   Samuel Langhorne Clemens

   William Cowper

   James Gould Cozzens

   The Cruikshanks: George, Isaac Robert and Isaac

5. Subject collections and categories, such as:

American Civil War

American history of the Colonial and Revolutionary periods

American illustrated books printed before 1870

American Indians

Angling

Arabian Nights

Books in the indigenous languages of Middle America, e.g., editions of the Popl Vuh

Early and important works in all fields of knowledge

Early voyages and travel

Emblem books

Fables

History and philosophy of science, including medicine

New Jerseyana printed before 1850

Nineteenth-century English literature, especially the Pre-Raphaelites, the Victorian novelists, and the 1890's

Princeton authors

Restoration drama

Victorian bookbindings

Western Americana (see Western American statement)

Works in the language of a traditional people, e.g., Ebo, Navaho, Tagalog, Tahitian

B. Collecting levels

It is difficult to assign collecting levels to the various sub-sections listed in II.A. Nonetheless, some evaluations can be made.

The following collections are maintained at an exhaustive level (5): William Cowper; Emily Dickinson; F. Scott Fitzgerald; Woodrow Wilson.

Research level collecting (4) applies to practically all other sub-divisions listed, except for some classes of material which come into the collections because of their physical form, value, or place of publication.

It is of particular importance to understand that the rare book collections are gathered in connection with all other materials in the Library in mind and not merely to augment the Library's rare book holdings. The vision of the place of the rare book collections is a rather broad one taking into account, on the one hand, the place of the material within the sum total of the Library's collections, and, on the other, the significance of the material within the research collections of the nation and the world.

Manuscript Division

I. General Collecting Guidelines

A. General purpose

Manuscripts are collected primarily for research by faculty, graduate students, undergraduates, and scholars from elsewhere; also to support teaching, particularly in the humanities.

B. Subjects excluded

The scope of the collection as it exists shows that no kind of object is excluded as a gift, but there is no active collecting of museum objects or other non-written material (e.g., stuffed fish).

C. Overlap with other collections or subjects: division of responsibility

Close cooperation with the other curators in the Rare Book Department avoids overlap of original material. Secondary materials such as catalogues of manuscripts in other libraries, facsimiles of manuscripts, practical guides to reading manuscripts, paleography and codicology are scattered elsewhere (e.g., in the Marquand Art Library and in the Gardner Collection in the Scribner Room); such books are regrettably rarely available in the Dulles Reading Room to use in conjunction with original manuscripts. There are manuscripts in the Art Museum, the Theatre Collection, the Gest Oriental Library and the University Archives. Microfilms of manuscripts not owned by Princeton go to the Microform Library.

D. Languages collected and excluded

The collection includes Latin, Greek, French, Italian, German, Spanish, old and middle English, modern English, Arabic, Egyptian, Persian, Babylonian, and numerous other languages.

E. Geographical limits

Emphasis is on active collecting in North American and Western European manuscripts, but no part of the world is excluded.

F. Chronological limits

Active collecting emphasizes British and Western European manuscripts since about the 12th century A.D. and American manuscripts. The collections go back several thousand years, and no period is excluded.

G. Retrospective acquisition

Does not apply.

H. Types of material collected and excluded

Codices on vellum or paper; other manuscripts, handwritten or typewritten; letters, original or contemporary copies; documents; etc. are collected. Gifts of museum objects unsuitable for the Art Museum are housed in Manuscripts. We do not collect xerox copies or microfilm of manuscripts readily available elsewhere, nor manuscripts copied from books, nor other non-original materials.

I. Other factors

The great bulk of the manuscript collections comes from gifts, not purchase. Many are gifts of Princeton alumni/ae and reflect their collecting interests. The budgeted funds are very small and must therefore be spent on manuscripts relating very closely indeed to our holdings, to fill gaps in them.

II. Subjects and Collecting Levels

Literature, English and American primarily	4
History, American primarily, including the West (some English history, mainly 17th and 18th centuries)	4
Publishers' papers	4
Princetoniana, including papers of prominent Princetonians and/or the archives of organizations they head	4
Art, medieval illuminated copies	3
Classics, Latin text codices	3

Manuscripts and Rare Books support each other's strengths. See also Rare Book statement, II. A.4, for list of authors collected; II. A.5, for subject collections and categories.

Twentieth-Century American Manuscripts in the Field of Statecraft and Public Policy

[Seeley G. Mudd Manuscript Library]

I. General Collecting Guidelines

A. General purpose

The Seeley G. Mudd Manuscript Library provides primary source materials in the areas of twentieth-century American public and international affairs, politics, and history to assist the research of faculty, undergraduate and graduate students, and also scholars beyond our own campus. The Library seeks the papers of (1) elected or appointed government officials whose actions shaped decisions and events; (2) organizations with a primary interest in influencing the conduct of public affiars; and (3) persons in finance, the mass media, and academic life who had a special knowledge of the origins and consequences of various aspects of national and international policy. The collection consists of only those holdings that offer the prospect of a high scholarly yield which cannot be extracted from conventional publications.

B. Subjects excluded

Literature (see Manuscript Division statement); American Indian Studies (see Western Americana statement).

C. Overlap with other collections or subjects: division of responsibility

For the acquisition of materials other than manuscripts, such as monographs, serials, and dissertations in the field of contemporary public affairs, see the policy statements of Politics, History and University Archives.

D. Languages collected and excluded

English is the primary language in all of the holdings although letters, interviews, speeches, clippings, etc. written in foreign languages are often interspersed among the papers.

E. Geographical limits

The collection refers to the activities of prominent American public figures and organizations in the United States or any other part of the world.

F. Chronological limits

The materials are ordinarily confined to the twentieth century but the collection includes the archives of some persons whose early careers began in the late nineteenth century.

G. Retrospective acquisition

Does not apply.

H. Types of material collected and excluded

Collected: manuscripts and such incidental materials as are included in the papers (e.g., pamphlets, reprints, clippings, audio-visual materials, microfilm, memorabilia, and books that are personally inscribed).

Excluded: most published materials.

I. Other factors

The Curator refers readers to other libraries which hold materials that complement the manuscript collection at Princeton. For example, the records located at the Illinois State Historical Library at Springfield concern Adlai E. Stevenson's term as Governor of Illinois, 1949-1953, while the Stevenson Papers at Princeton fall mainly in a later period from 1952-1965.

II. Subjects and Collecting Levels

Public and International Affairs	4
Politics	4
History-20th century	4

Colorado State University

COLORADO STATE UNIVERSITY LIBRARIES

TO: Libraries Staff DATE: June 8, 1976

FROM: Director of Libraries

SUBJECT: Special Collections

Possession of rare books and special collections is a well-established tradition of university libraries. Valuable books are often received as gifts by libraries, and donors sometimes designate funds for the purchase of books. The possession of rare books and special collections entails a responsibility on the part of the Libraries to support and maintain their effectiveness by appropriate additions.

I. POLICIES

A. The Objectives

1. To gather rare books and special collections which support study and research at Colorado State University;

2. To make this material available to qualified persons;

3. To give it adequate protection and care;

4. To provide collections and services which reflect the needs of undergraduates as well as graduate students and faculty;

5. To encourage potential donors, and to communicate to scholars and students on this campus and elsewhere the content and scope of our collections.

B. Acquisitions

1. The three techniques for acquisition of materials include: a) purchase; b) gifts; and c) materials transferred from another part of the Libraries or the University.

2. No new collections are initiated without the approval of the Special Collections Librarian or the Chief Bibliographer.

II. PROCEDURES

It is the responsibility of the Special Collections Librarian to scan catalogs, conduct correspondence, visit bookshops, and utilize other techniques to keep abreast of the market in books and other materials appropriate to his department. In selection, consideration should be given to the concern to acquire materials which have a supportive, rather than competitive, relationship with our own holdings in the general stacks and with the holdings of other nearby libraries. In determining books for purchase, the recommendations of all members of the university community are considered.

A. Purchases

1. The Director establishes annually a fund for the purchase of Special Collections materials. All single purchases of over $500 from allocated

(over)

funds are referred to the Chief Bibliographer for approval. For items exceeding that amount, or requiring special consideration, the Special Collections Librarian may request purchase from non-allocated funds;

2. Duplicates may be sold or exchanged upon the joint recommendation of the Special Collections Librarian and the Acquisitions Librarian.

B. Circulation

Service hours for the Special Collections Department are posted in the lobby, at the entrance to the north wing, and on the door of the Department. In view of the fragile and irreplaceable nature of most special materials, individual items are circulated only with the approval of the Special Collections Librarian. Use of all materials within the building is encouraged.

III. CATEGORIES

The Special Collections Department has responsibility for the following categories of material: rare books, archives, non-book materials, Western American literature, the literature of imaginary wars, maps, sound recordings, and microforms. The Special Collections Librarian may recommend the development of new collections to the Chief Bibliographer.

A. Rare books and special collections.

1. Classes.
   - a. Early books.
     - (1) All books printed before 1850.
     - (2) All books printed west of the Mississippi River prior to 1880.
   - b. Books from notable printing presses.
   - c. Association items, e.g., books that may have no intrinsic value but are associated with famous people, including those books signed by the author.
   - d. Significant illustrated books, including those with posters, photographs or other illustrations which may be permanently susceptible to mutilation if left on the open shelves.
   - e. Fine bindings.
   - f. Books of local interest, both historical and literary, particularly those published in and about Colorado.
   - g. Limited editions and important first editions.
   - h. Early and rare books on topics which relate to programs of study, especially graduate study, at Colorado State University.
   - i. Incunabula, including representative complete works of every major printer active between 1454 and 1501, and representative complete works of minor printers from every decade of the period. In cases where complete works are unavailable or prohibitively expensive, e.g., Gutenberg, leaves may be purchased.
   - j. Books of unusual size of format, including miniatures, extremely large folios, books containing samples of cloth, wood, loose photographs, or other material, and books in awkward shapes and sizes, including books in boxes or bound in glass or plastic.
   - k. Books on special subjects including Western American Literature, Imaginary Wars, and other collections which may be developed.

2. Processing

   a. Identification
   Catalog cards for rare books include the word SPECIAL in the call number. Catalog cards for books in special collections include either I. W. for Imaginary Wars or WESTERN for Western American Literature.

   b. Markings
   Ownership labels are the only permanent markings which may be affixed to the volume. Under no circumstances are date due slips or pockets used. For rare books and books in the special collections, call numbers are affixed on an acid-free tab inserted among the pages. Other materials have the call number marked on the spine.

   c. Location and shelving
   Volumes are located in the Special Collections Department and shelved in regular sequence within the various categories.

   d. Circulation
   In those cases where permission is granted to use material outside of the building, circulation records are maintained in the Special Collections Department. When interlibrary loan requests are granted, they should be restricted to use within the borrowing library.

   e. Catalog records
   (1) Union catalog records are kept for each title.
   (2) Two additional unit cards are made by the Preparations Department for filing in the catalog and shelflist in the Special Collections Department.

B. Archives

1. Classes

   a. Original typescript of all theses, essays, dissertations, and reports for advanced degrees at Colorado State University.

   b. Publications of the University, including catalogs, directories, newspapers, budgets, serials, yearbooks, etc.

   c. Office files, correspondence, records, personal memorabilia and similar material no longer required for administrative purposes.

2. Procedures

   a. Acquisitions
   (1) Theses, dissertations and reports for advanced degrees are supplied to the Libraries by the Graduate School.

   (2) Publications are acquired by the Documents Librarian.

(3) Office files and similar material are acquired by the Special Collections Librarian.

b. Identification

Cataloged titles are identified with the word ARCHIVE, THESIS, or DISS in the call number, as is appropriate.

c. Marking

Regular procedures previously cited are followed.

d. Location

Archives are shelved in the Special Collections Department.

e. Catalog Records

Theses, dissertations, publications of the University and similar items are entered in the main catalog. Two additional cards are made by the Preparations Department for filing in the catalog and shelflist in the Special Collections Department.

Office files, personal correspondence, memorabilia and similar material are not classified, but instead are entered on finding aids maintained by the Special Collections Department.

f. Circulation

Archival materials are used generally in the Special Collections Room but may, with permission of the Special Collections Librarian, be used in other parts of the building.

C. Non-book materials (see also ACQUIS:109-73, 110-73, 111-73), with the exception of the Curriculum Materials Collection (see CIRC:107-74).

1. Classes
   a. Personal papers and manuscripts not part of the Archives.
   b. Artifacts.
   c. Maps
   d. Recordings.
   e. Microforms.

2. Procedures.
   a. Acquisitions
   It is the responsibility of the subject librarians, together with the Special Collections Librarian, to select appropriate non-book materials.

   b. Identification
   Titles are identified with the appropriate abbreviation, e.g., PHONO, MAP, etc., in the call number.

c. Marking
Marking is adapted from regular procedures proviously cited according to the nature of the materials.

d. Location.
Non-book materials are shelved in the Special Collections Department.

e. Shelving and Circulation
(1) Non-book materials are housed and maintained by the Special Collections Department. The Special Collections Librarian authorizes their use within and without the building.
(2) In the case of microforms and recordings housed in the Listening and Microtext Rooms, the Circulation Librarian shares responsibility for their service and circulation at times those area are not staffed by Special Collections Department personnel.
(3) Circulation records for maps, microforms and phonotapes are maintained by the Circulation Department. Circulation records for other non-book materials are maintained by the Special Collections Department.

f. Catalog Records
All classes of non-book materials are entered in the main card catalog, including maps not exempted in the Map Collection Statement. Additional author catalogs are established and maintained by the Preparations Department for recordings and microforms. Two additional unit cards are made by the Preparations Department for filing in the catalog and shelflist in the Special Collections Department. A special author catalog of microform materials owned by the University of Colorado Libraries is located in the Special Collections Department.

All difference of interpretation regarding the special collections policies are resolved by the Assistant Director of Libraries for Technical Services whenever acquisition and preparation are the concerns, and by the Assistant Director of Libraries for Public Services whenever maintenance, servicing and circulation are the issues.

LWA/LKR/RDH:st

State University of New York
Stony Brook

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StonyBrook

MEMORANDUM

To Library Staff

From John B. Smith, Director and Dean

Subject Special Collections General Collection Guidelines

Date May 16, 1977

The Department of Special Collections houses the Library's special research collections in support of the teaching and research programs of the Stony Brook University Center. Special care, handling, cataloging, and protection are provided for all materials. The collections are available for research by Stony Brook students, faculty, staff, and other qualified persons.

Research collections may consist of books, personal correspondence, business papers and records, documents, editorial files, corrected typescripts, galley proofs, variant editions, original illustrations, pamphlets, ephemera, and posters.

Staff members are encouraged to continue their vigilance in spotting materials to be considered for Special Collections. Generally, the same broad criteria applied in the past will be considered in the future.

First: books and materials in need of conservation and protection for their fragility, value, and format.

Second: research materials, such as author and subject collections, and manuscript and archival items.

Areas are set aside in the Acquisitions and Cataloging Departments for review of materials suggested for Special Collections. No such material should be cataloged before review by the Special Collections Librarian.

To protect potential Special Collections items from their earliest arrival in the library, no paperclips, rubber bands, tape of any kind, glue, stamps, perforations, or writing should be added to any books. Dust jackets should not be removed. Mailing envelopes provide convenient and safe temporary care. Special attention should be given broadsides and posters.

JBS/g

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StonyBrook

te University of New York
at Stony Brook
Stony Brook, New York 11794

Main Library
Tel.: (516) 246 5650/1

Special Collections General Collection Guidelines

The following list consists of general collection guidelines. Staff members are at all times encouraged to make suggestions and to select other appropriate materials to be considered for inclusion. Successful future development of Special Collections depends on continued staff participation.

1. Early Printed Books
    - a. Books printed before 1601
    - b. Books printed in Great Britain before 1701
    - c. North American imprints before 1821
    - d. Slavic, East European, North and Middle Eastern books printed before 1801
2. Unusual Books
    - a. Limited editions (300 copies or less)
    - b. Association and autographed copies, when by important or local authors
    - c. First editions of significance
    - d. Fine printing and binding, extra illustrated and grangerized books, and fore-edge painting
3. Books Subject to Loss or Damage
    - a. Volumes or portfolios of fine, loose or tipped-in plates
    - b. Books whose illustrations and bound or laid in materials (maps, for example) make them subject to mutilations
    - c. Miniature books (under 10 cm.), and other books of small or fragile physical make-up
    - d. Posters, broadsides, and other easily damaged materials
    - e. Newspapers printed in the U. S. before 1851
    - f. Erotica, excluding sex hygiene, scientific works on sex, etc.
4. Special Collections: Groups of materials, such as tracts, pamphlets, clippings which need to be kept together
5. Books with manuscript or other material written, laid, or tipped in; books with original art work
6. Books which cost the Library more than $100
7. Manuscript and other non-book items

May 1977

COLLECTION POLICY STATEMENT

It is important to remember that the acquisition of research materials does not proceed at a predictable pace, but rather is subject to their availability.

The general collection policy of the Division is as follows:

1. Materials are acquired which the Faculty and the Library staff judge to be of sufficient research value to support a thesis or senior paper, or in other ways further the research objectives of the University.

2. Materials are considered for acquisition which relate to existing collections in the Division or elsewhere in the Library. This enables the Library to expand the research potential of the resources available to students and scholars.

3. The acquisition of major collections, because of cost or size, is considered with extra care and in consultation with the following senior University administrators: Vice-President(Academic), Dean of Graduate Studies and Assistant Vice-President (Academic Services).

4. Materials to be housed in Research Collections are acquired which are reccommended for acquisition by faculty members with the support of the appropriate library representative. These materials should relate to the teaching and research programs of the University,as described in "A Plan for McMaster University" and as approved by the Senate, and are usually acquired in consultation with the staff of the Division of Archives and Research Collections.

The above policies are applied with the additional consideration of the following points:

a) The acquisition of materials is carefully considered with reference to the ability of the Library to properly service and staff such acquisitions.

b) Individual costly items, such as single pieces of correspondence, are not usually acquired unless they are considered to be essential to the coherence of a collection.

c) Additions to archival collections already present in the Division; for example, the papers of writers still living, are carefully considered with reference to the coherence of the existing collection, the potential course of the writer's career, and the research value of the additional material.

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Stanford University

DATE: 6 July 1978

To : Paul Mosher

FROM : Florian J. Shasky

SUBJECT: Collection Development Policy Statement for Special Collections

The attached policy statement includes a general revision of the 1970 Collection Development Policy Statement for Special Collections as well as individual statements on the Gunst Collection by Richard Phillips, The History of Science Collection (Brasch Collection) by Brenda Rueger, and the Theatre Collection by Richard Phillips. Since Miss Rueger and Mr. Phillips collect in fields that relate not only to rare books but also the general collection these statements are expanded and incorporated with the general revision document. Miss Patricia Palmer, selector for the manuscripts, has indicated that her statement will be completed by the end of July. She is currently on vacation.

There has been some difficulty in adopting a Special Collections statement into the framework for the new revised policy. As far as possible, this draft attempt has followed the new format as closely as possible and may indeed serve as an index for further expansion. For example, in the Felton section, it may be possible to break the collection into smaller units with more precise justification for collecting definite authors.

Several sources were used in compiling this report, namely the Academic Planning Office Report which provided us with information on degrees, the Directory of Research at Stanford, Courses and Degrees Catalog, Personal interviews with faculty, 1970 Book Selection Policy Statement and the 1973 Guide to Special Collections.

We have also noticed that the wording of the selection intensity levels does not correlate exactly with the collecting levels as applied to rare books and first editions but we hope to propose adaptions following this draft report. We believe that it will also be necessary to coordinate closely with other curators in determining what sections in their collecting interests would be most likely candidates for Special Collections.

FJS/dmv
Attachment

COLLECTION DEVELOPMENT POLICY

Department of Special Collections

Principal Bibliographer:Florian J. Shasky

I. Programmatic Information

The Department of Special Collections collects, preserves and manages the use of materials which are considered rare, unique or in some other way extraordinary and therefore require special handling and use. Rare materials are intended primarily for the research needs of Stanford faculty, graduate students, and undergraduates who are conducting research that warrants use of Special Collections.

The scope and special emphasis is broad and precise, definitions of areas of collecting may be detailed in the policy statements of individual biographers. In general, however, Special Collections encompasses nearly all subjects collected in the research library and the amount of titles placed in Special Collections is partially determined by the percentage of rare material that can be identified in a given subject area. The materials are selected to be used for original research and to be employed as searching components, which may also have original research value.

The primary faculty contacts (in alphabetical order) are as follows: John Bender (English), Alan Bernstein (History), Julian Blaustein (Communication Henry Breitrose (Communications), George Brown (English), Albert Camarillo (History), Bliss Carnochan (English), William Chace (English), William Clebsch (Religious Studies), Wendell Cole (Drama), Carl Degler (History), George Dekker (English), Mark Edwards (Classics), Lorenz Eitner (Art), Martin Esslin (Drama), Don Fehrenbacker (History), John Felstiner (English), Jay Fliegelman (English), Albert and Barbara Gelpi (English), Gerald Gillespie (German Studies), Albert J. Guerard (English), Arturo Islas (English), Kennell Jackson (History), Donald Knuth (Computer Science), Marion Lewenstein (Communications), Herbert Lindenberger (Comparative Literature), John Loftis (English), Carolyn Lougee (History), Marsh McCall (Classics), N. Scott Momaday (English), Thomas C. Moser (English), Leonard G. Ratner (Music), David Riggs (English), Lucio Ruotolo (English), Richard P. Scowcroft (English), Lewis W. Spitz (History), Peter D. Stansky (History), Wallace Stegner (English), Wilfred Stone (English), Ian P. Watt (English), Michael Wigodsky (Classics).

The principal Departments served by Special Collections include: Anthropology, Communication, Political Science, Art, Classics, Drama, English, History, History of Science, Humanities,* Music, Philosophy, Religious Studies, Astronomy, Comparative Literature, Medieval Studies, Modern Thought and Literature.

*Humanities Special Programs

II. Coordination and Cooperative Information

Within Stanford University Library bibliographers inform Special Collections' bibliographers when selections of materials are proposed and include rare materials. This consultation includes a discussion of the location of items, the requirements of special handling, funding, notification of faculty and arrangements for ordering (bidding if an auction item) and shipping. Department Chiefs also meet and those in charge of Public Service units exchange information on current known research needs of faculty and students. Within the University there is a continous dialog with the principal library contacts among the faculty. Bibliographers in Special Collections cooperate with faculty in the selection process of many items. Information about potential gifts is also shared and action in this area is coordinated with the Development Office through the Library Development officer. This individual works closely with the Chief of Special Collections, The Assistant Director for Collection Development and the Chairman of The Associates of the Stanford Libraries in proposing, reviewing and presenting gifts to Special Collections and other appropriate Library Units

Although there are no formal agreements among rare book collectors and Special Collections Departments in the Bay Area, cooperation does exist on informal levels. Curators and collectors attempt to form acquisitions' programs which do not compete directly in the market place. Based on a general awareness of strengths in private and institutional libraries, librarians and collectors tend to exchange information regarding the strengthening of particular collections. There is less cooperation in the field of gift solicitatic

An intention to have a cooperative agreement between the Bancroft Library and the Green Library over joint ownership of a possible gift of Senator Cranston's papers is in the formation stages. There is also anticipation that the development of all rare book collections, but especially History of Science, will be coordinated between Berkeley and Stanford. so that there might be more effective use of resources.

III. Subject and Language Modifiers

Geographical:

A. Rare Book Collection: Primarily Western European countries, Great Britain, The United States, and South America.

B. Rare Book Reference Collection: Predominately English, American, French, German, Italian and Spanish imprints. Place of publication is not always consistent with the language of the title.

C. Charlotte Ashley Felton Memorial Library: Almost exclusively British and American first editions, with examples of English and American titles printed in English by Continental publishers. In special instances, such as D. H. Lawrence and John Steinbeck, foreign language translations are included.

D. The Morgan A. and Aline Gunst Memorial Library: Principal areas include Great Britain, the United States, especially the Western section, France and Germany. There are minor representations from Eire, Italy, South America and The Netherlands.

E. The Frederich E. Brasch Collection on Sir Isaac Newton and The History of Scientific Thought: Primarily Great Britain, with emphasis on France, Germany, Italy and the United States, for contemporary additions. Later periods are represented to lesser degrees by titles from Russia, the Middle East and Africa.

F. Memorial Library of Music: Primarily Western European countries, some representation from Great Britain. Complements The Barker Collection of popular music which is chiefly American.

G. Elmer E. Robinson Collection of American History and Government: Almost exclusively American with a few British imprints.

Chronological:

A. Rare Book Collection: From the invention of printing (block books) to modern times, with less interest in pre 1456 imprints. In practical, there is an emphasis on 16th century continental books, 18th century British imprints, early American titles and Latin American titles printed before 1825.

B. Rare Book Reference Collection: Primarily 20th century, with some classic 19th century works and a few indispensible 18th imprints.

C. Charlotte Ashley Felton Memorial Library: Begins in American Literature with the period of Hawthorne (1820's) and concludes with the era of William Faulkner, Robert Frost and John Steinbeck. The British sections commence with the period of Jane Austen, 1790's and extends through the Victorian, Edwardian and Bloomsbury writers.

D. The Morgan A. and Aline Gunst Memorial Library: From the 15th century through the contemporary period, with emphasis on the 16th, 19th and early 20th centuries.

E. The Frederich E. Brasch Collection on Sir Isaac Newton and The History of Scientific Thought: Emphasis on the 17th and 18th centuries for original material; 19th and 20th centuries for historical and critical material.

F. Memorial Library of Music: Primarily 18th and 19th centuries.

G. Elmer E. Robinson Collection of American History and Government: Primarily 19th and 20th centuries, with a sampling of mid to late 18th century items.

Language:

A. Rare Book Collection: English, French, German, Italian, Latin and Spanish are the principle languages, although several minor Western languages are represented.

B. Rare Book Reference Collection: English, French, and German are the chief languages represented .

C. Charlotte Ashley Felton Memorial Library: Predominately English, with a few translations into Spanish, French and German.

D. The Morgan A. and Aline Gunst Memorial Library: Primarily English, French and Latin, with representation from German, Italian, and Spanish.

E. The Frederich E. Brasch Collection on Sir Isaac Newton and The History of Scientific Thought: Heavily English, German and French with minor selections in Latin, Russian and Spanish.

F. Memorial Library of Music: Primarily German, Italian and French.

G. Elmer E. Robinson Collection of American History and Government: Exclusively English language.

IV. Description of Materials Collected

Treatment

A. Rare Book Collection: This section covers nearly every genre in early literature and history. In particular first editions, unique or sole editions and principle editions are collected. Histories, biographies, chronicles, early literature, dictionaries, travel accounts, encyclopedias, daily life accounts, early Bibles, criticism, politics, urban and university life, French Revolution and Napoleonic era, association books, and theological works are collected.

B. Rare Book Reference Collection: Bibliographies, library (private and institutional) catalogs, biographical accounts, studies on printers, select titles on book collecting and the book trade, histories of printing, book illustration, paper, and descriptive bibliography.

C. Charlotte Ashley Felton Memorial Library: First Editions, first appearance of authors collected, contemporary biographies and some critical works.

D. The Morgan A. and Aline Gunst Memorial Library: Selected examples of fine printing, with emphasis on the revival of the private press period (Kelmscott, Ashendene, Doves, Vale), fine bindings from England of the T. J. Cobden-Sanderson era and fine French bindings of the Paul Bonet style. Illustrated books, press books which are distinguished by typographical excellence as well as by textual importance. Press books which show an important innovation in design and printing technique. Reference books on the book arts which are also examples of fine printing.

E. The Frederich E. Brasch Collection on Sir Isaac Newton and The History of Scientific Thought: All original editions by Newton and forerunners who influenced his work as well as principal editions of scientists whose writings may have or was modified because of Newton's were theories. Selected modern (post 18th century) titles on Newton's contributions.

F. Memorial Library of Music: The original manuscripts, engraved and printed scores, reflect the taste of the private collector, George T. Keating, who assembled the collection, It represents high spots in 18th and 19th century music, with some emphasis on association or unusual copies.

G. Elmer E. Robinson Collection of American History and Government: Histories, political, social studies and original editions of letters, biographies and speeches of American statesmen. Gathered in a framework constructed by the private collector, Elmer E. Robinson, to present a broad view of American History, primarily through the Civil War period.

Types of Material and Format

A. Rare Book Collection: Printed books, manuscripts, periodicals, pamphlets, broadsides, newspapers.

B. Rare Book Reference Collection: Books, periodicals, monograph series, catalogs.

C. Charlote Ashley Felton Memorial Library: Books, manuscripts, autograph letters, periodicals, publishers' announcements.

D. The Morgan A. and Aline Gunst Memorial Library: Books, periodicals, monograph series, prospectuses, ephemera, posters.

E. The Frederich E. Brash Collection on Sir Isaac Newton and The History of Scientific Thought: Books, manuscripts, periodicals, correspondence of Frederich E. Brasch, portraits of Sir Isaac Newton, Newton Coins.

F. Memorial Library of Music: Manuscripts, autograph letters, engraved and printed scores.

G. Elmer E. Robinson Collection on American History and Government: Books, autograph letters, portraits of the U.S. Presidents.

Publication Date

A. Rare Book Collection: Primarily retrospective, 15th century to the present time, with emphasis on the late 18th and early 19th century for the United States; the 18th century for Great Britain and the 15th and 16th century for the Continent. Exceptions include the French Revolutionary and Napoleonic periods for France.

B. Rare Book Reference Collection: Emphasis is given to current specialized titles, with less concentration on earlier imprints (mostly 19th century).

C. Charlotte Ashley Felton Memorial Library: Limited to 19th and early 20th century imprints.

D. The Morgan A. and Aline Gunst Memorial Library: 15th century (Aldine imprints primarily) to the present time, with less emphasis on 17th century books.

E. The Frederich E. Brasch Collection on Sir Isaac Newton and The History of Scientific Thought: Primarily 17th and 18th century, with some selected concentration on 19th century imprints.

F. Memorial Library of Music: Almost exclusively 18th and 19th century.

G. Elmer E. Robinson Collection on American History and Government: Predominately publications of the 19th and early 20th centuries, with a small sampling of late 18th titles.

V. Special Considerations

A. Rare Book Collection: Expansion of the curriculum has resulted in more efforts to acquire Medieval material, original resources on daily life in 18th century England, early American imprints and generally an increase in developing social history in England and France in particular. With the acquisition of the STC Wing on microfilm, there has been less need for acquiring original editions for these periods, unless particular research projects require them. For the Reformation period, Luther's minor or major-minor contemporaries have been collected. There has been a renewed effort to insure that original (rare) editions are not duplicated in better editions in the stack. Early, significant dictionaries, commentaries, texts of the classics, early histories of European and British cities, universities and learned societies have also been emphasized. Acquisitions in the Rare Book Collection have been geared, as much as possible to take advantage of fluctuations in the antiquarian market.

B. Rare Book Reference Collection: An increase in 18th century rare book studies is reflected in acquisitions for this section. There has also been a rise in the number of European bibliographical catalogs which have been added. Reprints of standard bibliographical works have represented a smaller percentage of acquisitions since major gaps have been filled in during the past three years.

C. The Charlotte Ashley Felton Memorial Library: Surveys of this section indicate that several "first books" of important authors are lacking so efforts have been made to make up this deficiency. Moreover, acquisitions of works by authors have been tempered by detailed information of definite gift prospects so that future expensive duplication may be avoided. There has been a concentration on acquiring elusive but not necessarily expensive items by John Steinbeck, D. H. Lawrence, Bloomsbury writers, Ford M. Ford and William Faulkner.

D. The Morgan A. and Aline Gunst Memorial Library: Acquisitions have been influenced by the strong market in press books. Greater effort has been made to collect representative examples of European fine printing and Bay Area small presses which also publish original work.

E. The Frederich E. Brasch Collection on Sir Isaac Newton and The History of Scientific Thought: Until there is a clear definition of the History of Science program curriculum at Stanford, collecting may continue to concentrate on Newton and his contemporaries.

F. Memorial Library of Music: This collection is essentially dormant, although a few gifts and purchases made through the Music Department and Library, have been added. The future development of this collection and improved bibliographical access are factors that require resolution.

G. The Elmer E. Robinson Collection on American History and Government: Nothing has been added to the collection and a recommendation on its location or possible integration into the Rare Book Collection, should be made.

VI. Conspectus of Field and Levels of Collecting

A. Rare Book Collection

Early Editions of Classics including Greek Literature	B	PA3000-3049, PA3050-4500, PA6000-7041
Medieval History	C	D111-203
Austrian History	C	DB
French History	C	DC
Swiss History	C	DQ
German History	C	DD
Italian History	C	DG
British History	C	DA1-899
U.S. History-Colonial through Slavery and Civil War	D	E186-655

Western History (U.S.)	D	F721-854
Social History and Conditions [Note: Early (rare) French, Italian, German, Austrian, Spanish, literature is covered in detail by Bibliographer's specialized policies.]	C	HN

B. Rare Book Reference Collection

Library Catalogs	E	Z881-980
Bookseller's Catalogs	E	Z998-1000
History of Books and Bookmaking	D	Z4-15
Rare Book Bibliography	C	Z

C. Charlotte Ashley Felton Memorial Library

American Literature 19th Century	C	PS991-330-
American Literature 1900-1960 [N.B. The intensity level refers to authors for whom specific courses are designed.]	C	PS3500-3549
Irish Lanuguage and Literature	D	PB1201-1449

D. Morgan A. and Aline Gunst Memorial Library

Graphic Arts	D	NC
Bookbinding	D	Z266-276
Printing (not only as technique but as factor in social history)	C	Z116-265
Writing, Paleography	D	Z40-115

E. Frederich E. Brasch Collection on Sir Isaac Newton and the History of Scientific Thought

[For detailed conspectus and levels of collecting, see separate History of Science Policy Statement.]

F. Memorial Library of Music

Does not apply since collection is dormant.

G. Elmer E. Robinson Collection on American History and Government

Does not apply since Collection is dormant.

USE POLICIES AND PROCEDURES

The Special Collections Department
of
The University of Cincinnati Libraries
Policies on Access and Use

GENERAL STATEMENT

The Special Collections Department of the University of Cincinnati Libraries was established in July 1973 to provide secure housing and specialized care for the unique and valuable research materials in the University Library. Among its holdings is the Rare Book Collection of the Main Library. The Department also administers the University Archives, the official records of the University as well as other material that documents its history. The Department also houses three groups of manuscript collections. The Urban Studies Collection includes records of institutions and individuals which document the development of the city in the twentieth century, especially the City of Cincinnati. The Archives of Medical History includes the records of medical institutions as well as the papers of scientists and physicians. In an attempt to decentralize the collecting of manuscripts and official government records in Ohio, the Ohio Historical Society established the Ohio Network of American History Research Centers, consisting of eight regional repositories. The University of Cincinnati Special Collections Department is the network center for eight counties in the southwestern part of the State. The Department is responsible for processing and administering records transferred to it as a network center. These materials consist of official government records and are designated the Ohio Network Collection.

The holdings of the Special Collections Department are rare, unique, and frequently fragile. They include the vital records of the University. They are valuable in terms of their research potential and, in many cases, in terms of their market value. Their contents are frequently of a sensitive nature. They are, in short, special; and are set aside for special administration to insure their preservation. The Special Collections Department is charged to collect, preserve and make available materials in the three major areas of its holdings. The Head of the Department is responsible for the execution of these three functions; and Departmental policies and procedures are established to facilitate them. Policies and procedures are established by the Department Head in consultation with the Vice Provost for University Libraries and other appropriate Library and University personnel. The Head of the Department is responsible for the enforcement of these policies and procedures.

POLICIES REGARDING ACCESS

Physical Access to the Department

Access to the Departmental complex is by key. Each permanent Departmental staff member has a copy of this key.

Access to the stack area is also by key; but this lock is unique and there are only five copies of its key. In addition to the Departmental copy which remains in the Department, stack keys are held by the following:

1. Head, Special Collections Department
2. Assistant Director of Libraries for Collections
3. Campus Security
4. Emergency Maintenance

Individuals who are not on the Department staff have access to the Reception/Reference Area and to the Reading Area. They must be accompanied by a staff member in any other area of the Department. Decisions on granting staff-accompanied access to other areas of the Department are made by the Department Head.

Access to Departmental Holdings

Materials in the Department are available to qualified researchers except as limited by:

1. Law
2. Contractual Restriction

3. Physical Condition of the Materials

4. Restrictions on University Archives Materials Placed by Originating Offices

Determination of the qualifications of a researcher will be made by the Head of the Department, in consultation with appropriate Library and University personnel, if necessary.

Unprocessed manuscript collections are unavailable for research.

Access will not be granted to manuscript collections for which there is no signed instrument of gift.

Before gaining access to materials in the Special Collections Department, a researcher must read the Rules for Use of the Special Collections Department and indicate understanding and amenability to them by signing the Departmental Register.

Before granting access to materials in the Department, the Department Head may request two items of identification, one with a photograph.

A reader wishing access to manuscript and archival materials must complete an Application for the Examination of Manuscripts and be interviewed by the Department Head or a Manuscripts Processor.

USE

Readers must observe the Rules for the Use of the Special Collections Department.

Departmental staff will perform all handling of materials which will result in their physical change or may result in their damage.

Readers will not be left unsupervised.

The Special Collections Department

of

The University of Cincinnati Libraries

Rare Books - University of Cincinnati Archives - Manuscripts

Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday

Rules for the Use of the Special Collections Department

1. Readers must sign the Departmental Register each time they use materials in the Department. By signing the Departmental Register, the reader indicates an understanding of the rules for the use of the Department and a willingness to abide by them.

2. Readers wishing to consult manuscript collections in the Department must complete an Application for the Examination of Manuscripts and be interviewed by the Head of the Department or a Manuscripts Processor.

3. Readers must fill out call slips for the Departmental materials they wish to examine.

4. All materials must be used in the Reading Area.

5. Smoking, eating, or drinking are not permitted in the Reading Area.

6. Readers must use particular care in handling materials. Many of them are old, rare, valuable, or unique. They are easily damaged. Please report any unopened leaves or mutilations to the Head of the Department or a Manuscripts Processor.

7. Only pencils may be used in the Reading Area. Readers must not write on Library material nor write on anything laid on top of Library material. Typewriters may be used, but they are not supplied.

8. Manuscript and archival materials must be maintained in their processed order. Readers must not rearrange or remove items from a collection. Please report any misarrangement of materials to the Department Head or a Manuscripts Processor.

9. If readers wish materials photocopied, they will request this service from the Department Head or a Manuscripts Processor. For legal or contractual reasons or because of the physical condition of some materials, it is not always possible to make such copies.

10. Readers will return materials in person to a staff member.

11. Any infringement of these rules will be considered sufficient cause for withdrawal of privileges.

ARCHIVAL COLLECTIONS
OF THE
UNIVERSITY OF CINCINNATI

APPLICATION FOR THE EXAMINATION OF MANUSCRIPTS

I hereby request permission to use manuscript materials in the Archival Collections of the University of Cincinnati. I agree to abide by the regulations of the Archival Collections of the University of Cincinnati, and any additional restrictions pertaining to particular collections.

I personally assume full responsibility for obtaining the necessary publication rights and copyright clearances for any publication resulting from such use, and I will acknowledge in the publication the source of the material used.

I agree that any photographic or other reproduction of manuscript materials in the Archival Collections of the University of Cincinnati is made solely for my convenience, and that the reproduction will not itself be reproduced or transferred to any other person or institution without the prior written permission of the Archival Collections of the University of Cincinnati.

Should this material become a significant or major source for a publication, I agree that a copy of said publication will be presented to the Archival Collections of the University of Cincinnati.

Name (please print) ______ Last ______ First ______ Initial

Cincinnati address ______

Permanent address ______

Local telephone number ______

Year in school/position ______

Signature of applicant ______ date ______

Signature of staff member ______ date ______

Purpose of research ______

Collections used:

TEXAS A&M UNIVERSITY

ARCHIVES MANUAL

A POLICY FOR RECORDS RETENTION

Sterling C. Evans Library

University Archives

1975

INTRODUCTORY STATEMENT

Purpose of this Manual. This manual was prepared by the Archives and Historical Committee of Texas A&M University. It was endorsed by the Academic Programs Committee on June 30, 1975 and approved by President Williams on July 15, 1975. The manual is an official document for the Texas A&M University System and it applies to all parts of the System.

The manual consists of five parts.

1. The origin and purpose of the Archives program
2. Procedures for transfer of records to the Archives
3. The availability of Archives records
4. Rules for use of the Archives
5. Guidelines regarding materials to be preserved

Any questions concerning the purposes, procedures, rules or guidelines pertaining to University Records and their use in an archival sense should be directed to the Archivist, Texas A&M University Library.

System Offices. The head of each System office has the responsibility for retention of records generated by that office. Guidelines for handling the records of each System office will be arranged between the Archivist and the head of that office.

System Parts. The head of each System part is responsible for the retention of records generated by the activities of that part of the System. Where it is appropriate, the head of that part of the System may use the guidelines of the Archives Manual for handling the records retention of that part of the System. Where special guidelines are needed, the head of that part of the System may request advice and assistance of the Texas A&M University Archivist.

ORIGIN AND PURPOSE OF THE ARCHIVES PROGRAM

In establishing the Records Management Division of the Texas State Library (as recorded in Vernon's Civil Statutes, Article 5441a), the Texas Legislature required all institutions of the state to "make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency designed to furnish information to protect the legal and financial rights of the state and of persons directly affected by the agency's activities," to "establish and maintain an active, continuing program for the economical and efficient management of the records of the agency," to designate a "records administrator of the department or institution," and to prepare "schedules proposing the length of time each state record series warrants retention for administrative, legal or fiscal purposes." Additional requirements concerning the selection, storage, and preservation of records essential to the conduct of an institution's official business or as evidence of that business are given in the Preservation of Essential Records Act (Vernon's Civil Statutes, Article 5441d).

Fiscal Affairs Memorandum No. 73-16 designated the University Archives and Manuscripts Collection as the official repository for all historical records and charged all University administrators and heads of academic units and committees with conferring with the Archivist before disposing of any records, even those on the partial retention schedule of the University Controller's office. The memorandum also charged the Archivist with issuing guidelines indicating the nature of materials to be preserved, with providing for the transfer of such materials from the office of origin to the Archives, with preparing inventories of the records transferred, and with establishing and enforcing rules for the use of records in the Archives.

The Archives operates as a department within the Library and the Archivist reports to the Director of Libraries. An Archives and Historical Committee with representatives from the faculty, student body, and Association of Former Students appointed by the President of the University advises the Archivist and Director of Libraries on archives policies.

PROCEDURES FOR TRANSFER OF RECORDS TO THE ARCHIVES

Offices having inactive records to be considered for preservation should contact the Archives office. The office will examine and evaluate the records to ascertain which of them should be preserved and which may be destroyed. The decisions on preservation and destruction will be made jointly by the Archives staff and the office of origin. The Archives staff should be involved in packing the records. In this manner the Archives staff will have a more thorough knowledge of the records and can service them better in the interval between receipt of the records and preparation of the inventory.

AVAILABILITY OF ARCHIVE RECORDS

Records transferred to the Archives by any unit are subject to all Texas legislation regarding access to public records. They may be classified under one of the following by joint agreement between the office of origin and the Archivist:

1. Open - access controlled only by the physical condition of the records.
2. Restricted - access limited to specific group of people.
3. Closed - access prohibited for a specific length of time.

RULES FOR THE USE OF ARCHIVES

1. Materials are equally available to all patrons of the Archives. An office of origin may place restrictions upon the use of some or all of its records. Any restrictions will be in accordance with state statutes as given in Article 6252-17a of Vernon's Civil Statutes or with other applicable state and federal laws. The extent and time period of the restriction will be determined by the office and the Archivist. Any restrictions on access will be enforced equally for all patrons.

2. Permission to publish any part of these materials in any form or format shall be obtained from the Archivist in writing prior to publication.

3. The Archives shall be given acknowledgement for all material published. Suggested forms for acknowledgement are as follows: For photographs "Picture courtesy of Texas A&M University Archives." For Archival materials "Originals in the Texas A&M University Archives." If the material published is from a named collection, that fact shall also be noted in the acknowledgement.

4. All materials shall be handled carefully and kept in their original order. Materials found out of order shall be called to the attention of the Archivist.

5. Use of ink fountain pens or ballpoint pens while consulting original material is not permitted.

6. Placing note paper on materials and writing thereon is not permitted since it can be harmful to the records.

7. All materials in the Archives shall be used in a designated reading area and cannot be circulated except that the office of origin may borrow back any of its records for a specified period of time to be determined by the office and the Archivist.

8. The Archives staff will arrange for a reasonable amount of photocopying of records for researchers. All such copying is at the expense of the researcher.

GUIDELINES REGARDING MATERIALS TO BE PRESERVED

As a general rule, offices should retain records in their custody only as long as they are needed to operate the office. Non-current or inactive records should be transferred to the Archives on a regular basis. The time during which records are needed will vary from office to office as well as from record type to record type. In most cases the office of origin is the best judge of the current usefulness of a record. Where multiple copies of records are created, one may be sent to the Archives immediately. Whenever an officer has questions concerning records of any type under his care, he should call the Archives before discarding any of them. The officer and the Archivist can examine them jointly and determine which should be preserved and which need not be retained. Listed below are a variety of record types with suggestions for their retention in the office of origin as well as in the Archives.

Academic and Admissions Records of Students

The office of Dean of Admissions & Records has the responsibility for all student records, including student financial aid and academic counseling. Access to them is governed by the Texas A&M University Student Records Policy (issued January, 1975) and whatever other guidelines the office of Dean of Admissions & Records may issue.

Alumni Records

Reports, newsclippings, photographs, albums, scrapbooks, etc. on activities of alumni should be retained. They may be transferred to the Archives when no longer useful to the Association of Former Students or any other office which collects them.

Annual Reports of the University, Colleges, Departments, and Other Units

One copy of each report whether printed or typed should be sent to the Archives as soon as it is available. This is true for both narrative and financial reports.

Brochures

One copy of each should be sent to the Archives as soon as available. Those produced annually or irregularly should be sent each time a new printing is made. Included here are all materials produced to describe course offerings, short courses, conferences, symposia, and any other activities of a department or college.

Catalogs, Schedules of Classes, and Information Bulletins

Two copies of each should be sent to the Archives as soon as available.

Committee, Council, and Panel Records

Minutes, reports, and other records of all committees, councils and panels whether University, college, or departmental and whether standing or ad hoc should be retained permanently. Copies may be sent to the Archives as soon as they are available or on an annual basis. All records older than five years should be transferred to the Archives. Records of ad hoc committees should be deposited in the Archives at the termination of the activity of the committee.

Conference, Short Course, Workshop, Etc. Proceedings

One copy of each volume should be sent to the Archives as soon as available.

Construction and Maintenance Records

The office of Physical Plant has responsibility for records dealing with construction contracts, building plans, building specifications, renovations and maintenance. Guidelines for handling of these records will be issued by the office of Physical Plant.

Correspondence Files

Some kinds should be kept permanently whereas others may be disposed of on a regular basis. Types to be preserved permanently include administrative correspondence received and sent; agenda and minutes of meetings including supporting data; typed, mimeographed, or printed reports and other materials of continuing legal, administrative, or historical value pertaining to the policy, procedure, or function of the agency. Such materials may be transferred to the Archives when they become inactive, usually at the end of five years.

Types of materials which need not be retained include letters and memos of transmittal that add nothing to the content of the item transmitted; acknowledgements; requests for information and publications after the request has been filled; reservations and confirmations; itineraries; requests to be added to mailing lists after the addition has been made; and invitations to, and announcements of meetings. These may be destroyed after one year following review by the Archivist and granting of approval by the State Auditor and State Librarian. The Archives staff will be responsible for securing the necessary approvals for the destruction of such records.

Directories

One copy of each should be sent to the Archives as soon as available.

Faculty Publications

Two copies of each article, book, or other publication by a faculty member, whether published by Texas A&M University or some other agency, should be sent to the Archives as soon as available. One will be retained in the Faculty Research Collection in the Archives. The other will be forwarded to the appropriate division of the Library.

Financial Records

The University Fiscal Department retains the official file of financial records either in the original or on microfilm. In addition, other University units may retain basic financial records that are not on file in the Fiscal Department. The retention schedule submitted by the University Controller on June 19, 1972 and approved by the State Auditor and the State Librarian on June 21 applies to all financial records. Any questions concerning the retention of a department's financial records should be directed to the University Controller.

The Archives will be the final center of deposit for annual financial reports and yearly budgets of the University and such administrative units as have separate appropriations.

Handbooks

One copy of each should be sent to the Archives as soon as available.

News Releases Including Sports

News releases, informational publications, and photographs should be sent to the Archives as soon as available. Scrapbooks and other records may be transferred when they become inactive.

Newsletters

One copy of each produced in any form or format by any unit of the University System at College Station should be sent to the Archives as soon as available. Calendars of events are considered as newsletters.

Personnel Records

Faculty personnel records are the responsibility of the Dean of Faculties and the individual colleges and departments. They are subject to guidelines issued by the Dean of Faculties.

The Archives does maintain a biographical clipping file on faculty members and collects copies of faculty publications and is always anxious to add materials to these files. Such biographical material as may be in departmental files may be transferred to the Archives when the departmental file becomes inactive. One type of item of particular interest is a record created to nominate a faculty member for awards such as those which are given annually

Records Policy and guidelines issued by the Vice President for Student Services. The Archives will administer such records if the offices of origin so desire.

APPROVED BY:

Jack K. Williams, President
Texas A&M University System
July 15, 1975

THE SOUTHERN HISTORICAL COLLECTION AND MANUSCRIPTS DEPARTMENT
The University of North Carolina at Chapel Hill
Wilson Library 024-A
Chapel Hill, North Carolina 27514

University of North Carolina
Chapel Hill

BEST COPY AVAILABLE

INFORMATION FOR CORRESPONDENTS

The Manuscripts Department is located at the east end of the ground floor of the Louis Round Wilson Library Building. The Department administers the Southern Historical Collection, the University of North Carolina Archives, and general and literary manuscripts. The Southern Historical Collection consists of the private papers of individuals, families, and institutions, and includes manuscript material on all the southern states, with a great deal on North Carolina. The only public records adminstered by the Department are those in the University of North Carolina Archives.

Materials acquired for the Southern Historical Collection through December 1975 are described briefly and indexed to some extent by subject, persons, and places in The Southern Historical Collection: A Guide to Manuscripts, published in 1970 and The Southern Historical Collection: A Supplementary Guide to Manuscripts, 1970-1975, published in 1976. The 1970 Guide sells for $7.00, the 1976 supplement sells for $2.50, and the publications together sell for $9.00. Philip M. Hamer, ed., A Guide to Archives and Manuscripts in the United States (New Haven: Yale University Press, 1969) lists many important persons for whom the Collection has materials. Manuscript groups are also described in the National Union Catalog of Manuscripts Collections (Library of Congress, 1961-.) Typed descriptions of most groups are available in the Department, but these descriptions and the indexes made from them are broad and general rather than itemized.

Anyone wishing to use the services of the department will be asked to submit an application. Readers with a valid purpose will be permitted to use unrestricted manuscripts which have been arranged and processed. While using manuscripts, they will be required to deposit an identification card, preferably a driver's license or student ID, with the attendant on duty at the entrance to the Search Room. Special permission is required for restricted groups. A few groups are closed until a stipulated date. Anyone wishing to use restricted manuscripts should inquire about the terms prior to a visit. Some especially fragile items are withdrawn from use, but copies of most of these are available.

Original manuscripts may be used only in the quarters of the department. Some typed copies and certain microfilms may be used elsewhere in the Library building when the department is closed. Positive copies of many films (but not all) may be borrowed on interlibrary loan; the reader should inquire about the availability of a film before asking his librarian to request it.

Hours are from 8:00 until 5:00 Monday through Friday and from 9:00 until 1:00 on Saturday. Some other departments of the Library maintain longer hours during the regular sessions but approximately the same hours during holiday and vacation periods. The entire Library is closed for a few official holidays. Prospective visitors should write for a schedule before coming during a holiday period. Readers may use personally owned tape recorders or typewriters for taking notes or may rent typewriters in Chapel Hill.

The North Carolina Collection of the Library administers published materials related to North Carolina (including official state publications) and supplies reference service for its holdings. The Rare Book Collection maintains a holding of Southern pamphlets, dating from 1800 to the present. For other published materials there are two reference departments, the Humanities Division for literary and historical materials, and the Business Administration and Social Sciences Division for all public documents (except those of North Carolina) and for materials in economics, sociology, and other social sciences. Manuscript public records of North Carolina are preserved in county court houses, offices of origin, and the Division of Archives and History, 109 East Jones Street, Raleigh, North Carolina 27611.

BROWN UNIVERSITY LIBRARY

Providence, Rhode Island 02912

The John Hay Library

Application to Publish
Special Collections Materials

Name (Please Print) ____________________
(First) (M.I.) (Last)

Permanent Address ____________________
____
____

Academic Affiliation ____________________

Information about proposed publication in which the material requested is to appear:

Title of Book or Article ____________________
____

Publisher or Periodical Title ____________________

Anticipated Publication Date ____________________

Describe in a detailed and uniform manner, using extra sheets if necessary, materials for which permission is requested. Enclosure of photocopied catalog cards, etc. is not satisfactory for this purpose.

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Regulations Governing Publication

1. Permission to publish, in circumstances where the Library is qualified to grant it, requires proper completion, signing, and approval of this form. Until a fully executed copy of this form has been returned to the applicant, permission cannot be granted.

2. No publication fee is made for use of Brown University Library special collections material in scholarly publications. The Library retains sole right to judge what constitutes a non-scholarly or commercial publication. Payment for a non-scholarly or commercial use shall be made after approval according to a printed schedule. This payment is in addition to fees for reproduction of any materials requested by the undersigned, which shall also be paid in accordance with a printed schedule for such services, prior to the granting of approval.

3. Approval of this application authorizes publication only in a single new work of a facsimile or quotation from the material identified above. Such authorization is not exclusive and Brown University does not thereby surrender its own right to publish or to grant others permission to do so.

4. Credit shall be given as follows: "Brown University Library."

5. The Library can grant permission to publish only those manuscripts in its possession literary rights to which have been assigned to Brown or are in the public domain.

6. The undersigned expressly assumes all responsibility for observing applicable laws of copyright, literary property, and libel and covenants and agrees to exonerate, indemnify and hold the University, its Trustees, Fellows, Officers, Servants and Agents harmless for and on account of any and all loss, cost, damage or expense arising out of or in any way connected with the use which the undersigned makes or suffers or permits to be made of the materials identified above.

Signed ______________________________ Date ________________

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Request to Publish Authorized by ____________________________

Title ____________________________

Date ____________________________

BROWN UNIVERSITY LIBRARY

Providence, Rhode Island 02912

The John Hay Library

Application to Reproduce

Special Collections Material

Name (Please Print) ______________________________
(First) (M.I.) (Last)

Permanent Address ______________________________

____

Academic Affiliation ______________________________

Regulations Governing Reproduction

1. Reproduction of unrestricted materials is subject to the discretion of the Library. Copies are not sold to the applicant; they remain the property of Brown University Library. As a condition to the making of the reproductions specified below the undersigned agrees that the Library may require return of these reproductions within ______________ or at completion of the research project, and that they will be so returned upon request.

2. Only a single reproduction of each page or part of the material described below will be made. This reproduction shall be used by the undersigned solely for scholarly purposes. The Library reserves the right to limit the number of items to be reproduced or to decline to make a reproduction of any particular item with or without cause.

3. The undersigned agrees to pay a fee for the Library's service in making reproductions according to the printed schedule. Reasonable care will be taken to provide the best possible copies, but the Library is not responsible for the quality of the reproduction.

4. Positive copies will be supplied when photographs, photostats, or microfilm are requested. Choice of camera position, reduction ratio, etc. is at the discretion of the photographer unless specific instructions accompany this application. Extra charges may be levied on orders requiring special handling.

5. Reproductions of Brown University Library materials may not be placed in any other library, archives, or similar repository without prior permission of Brown University Library and of any other person or persons, institution or institutions whose consent the law requires.

See Verso

6. The reproductions requested are for the sole and personal use of the undersigned, who agrees not to transfer them to others, further reproduce them, publish any part of them, or allow their use by other researchers or scholars without express written prior consent of Brown University Library and any other person or persons, institution or institutions whose consent the law requires.

7. The undersigned expressly assumes all responsibility for observing applicable laws of copyright, literary property, and libel and covenants and agrees to exonerate, indemnify and hold the University, its Trustees, Fellows, Officers, Servants and Agents harmless for and on account of any and all loss, cost,damage or expense arising out of or in any way connected with the use which the undersigned makes or suffers or permits to be made of the materials identified below.

Signed ________________________________ Date ________________

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Request to Reproduce Authorized by ____________________________

Title ____________________________

Date ____________________________

::

Type of Reproduction Desired: Xerox _________ Microfilm _________

Color Transparency ___________

Photograph ____ (Size ________ Finish ___________ Color _____)

Photostat _____ (Size ________ Finish ___________)

Other _________________ (Specifications _____________________)

Describe in a detailed and uniform manner, using extra sheets if necessary, materials to be reproduced. Enclosure of photocopied catalog cards, etc. is not satisfactory for this purpose.

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BROWN UNIVERSITY LIBRARY

Providence, Rhode Island 02912

The John Hay Library

Application to Use
Brown University Library Manuscripts

Name (Please Print) ______________________________
(First) (M.I.) (Last)

Local Address ______________________________

____

Permanent Address ______________________________

____

Identification ______________________________

Academic Affiliation ______________________________

Subject of Research ______________________________

____

Purpose of Research (Thesis, Book, Other) ______________________________

Materials Sought (General Description) ______________________________

____

____

Type of Use Intended: Examination Only _____ Examination & Note-taking _____ Use of Ideas for Publication _____ Brief Quote for Publication ____ Extensive Textual Publication _____ Facsimile Publication _____ Other (Explain) ______________________________

::

Regulations for Use of Manuscripts

1. Scholars engaged in serious research and who present proper identification may consult unrestricted manuscripts which have been processed for use free of charge and regardless of academic affiliation. Special permission is required for access to restricted collections.

See Verso

2. All manuscripts are to be used in the Reading Room under Library staff supervision. Manuscripts may be removed from the reading area only by staff members.

3. Each researcher must register daily before beginning work. The Library should be advised of changes of address.

4. Briefcases, parcels, coats, umbrellas, etc. are to be deposited in the area designated for this purpose.

5. Special care must be observed in handling manuscripts. Certain manuscripts are available for examination only in the form of photocopies. Eating, drinking, or smoking is not permitted in the reading area.

6. Only pencil or typewriter may be used when working with manuscripts. Facilities are available upon request for use of personal typewriters.

7. The Library reserves the right to limit the number of manuscripts issued to a researcher at any one time. The order of manuscripts is to be maintained as received by researchers. If mis-filed or damaged items are discovered, the staff would appreciate notification.

8. Copies of unrestricted manuscripts may be made at the Library's discretion and at the researcher's expense. Separate forms requesting this service are available. Permission to receive copies constitutes neither permission to publish nor to further reproduce nor transfer possession of copies received.

9. Researchers requesting microfilms or photographs will receive positive copies. Negatives will remain the property of Brown University Library.

10. Scholars should cite "Brown University Library" as the source of manuscripts used in published or unpublished works.

11. Permission to publish, in circumstances where the Library is qualified to grant it, must be sought in writing on the "Application to Publish" form. Receipt of a fully executed, signed copy of that form by the researcher will signify the Library's approval of such an application.

::

My signature below certifies that I have read all of the above regulations and that I shall abide by their letter and spirit. It further certifies that I expressly assume all responsibility for observing applicable laws of copyright, literary property, and libel. I also covenant and agree to exonerate, indemnify and hold harmless for and on account of any and all loss, cost, damage or expense arising out of or in any way connected with my acts or omissions with respect to said collection(s). Finally, my signature on this form constitutes my consent to such actions as the Library may deem reasonable and necessary for security purposes, including inspection of parcels, briefcases, etc., and, where there is reasonable cause to believe that an item or items is missing from the collection, a search of my person.

Signed ____ Date __________________________

::

Request for Use Authorized by ____________________________ Date __________________

Title ____

Yale University

MANUSCRIPTS AND ARCHIVES, STERLING MEMORIAL LIBRARY
RULES AND REGULATIONS OF THE READING ROOM

Manuscripts and Archives exists to preserve the heritage of the past and to make it available to scholars. Our regulations are not intended to hamper your research but to provide access to the collections in a manner which insures their careful preservation. We ask readers to consider our books and manuscripts, not as a means to a personal end, but rather as a permanent resource for world scholarship.

The Manuscripts and Archives Reading Room is open to all qualified persons, Monday through Friday, from 8:30 A.M. to 4:45 P.M., throughout the year.

Reading privileges are granted to registered readers subject to the following rules:

1. Readers are required to deposit with the Security Guard coats, hats, brief cases, typewriter cases, envelopes, books, and all other personal property except note cards and pencils. Handbags and shoulderbags not checked will be subject to inspection upon leaving.

2. The use of pens or indelible pencils is not permitted in the Reading Room or microfilm rooms. Note cards up to 5" X 8" may be used in the Reading Room, but note pads or legal pads are not permitted. 8" X 11" paper may be obtained from the Security Guard.

3. Readers are to fill out call slips for all manuscript, book, and microfilm materials and present them to the Circulation Desk.

4. All manuscripts, books, and microfilm may be consulted in the designated areas of the Reading Room. No materials may be removed from the Reading Room. Manuscripts may not be used in the microfilm rooms.

5. All material must be handled with great care. No marks may be added or erased, and no tracing or rubbing may be made on the manuscripts. No books, papers, or other objects may be laid on the material. MANUSCRIPTS MUST NOT BE REMOVED FROM FOLDERS FOR ANY REASON. ORIGINAL ORDER OF MANUSCRIPTS AND FOLDERS MUST BE MAINTAINED BY THE RESEARCHER.

6. All material must be returned to the Circulation Desk staff. Material to be used in the immediate future may be reserved at the Circulation Desk. Please notify the circulation staff when you have completed your research.

7. Readers are not permitted to photocopy book or manuscript material. The staff of Manuscripts and Archives will make the reproductions, subject to its regulations. Photo orders may be picked up between 8:30 A.M.-12:00 A.M. and 2:00 P.M.-4:30 P.M.

8. Smoking and eating are not permitted in the Reading Room. Feet are not permitted on the tables.

9. Manuscript materials may sometimes be used on Saturday morning in the Beinecke Rare Book and Manuscript Library. Microfilm may be used in the Microtext Room of Sterling Library in the evenings and on weekends. Consult staff for hours of Beinecke and the Microtext Room. Transfer of materials must be arranged prior to 4:30 P.M. of a given day. NO MATERIALS WILL BE TRANSFERRED AFTER 4:30 P.M.

YALE UNIVERSITY LIBRARY
New Haven Connecticut

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RULES GOVERNING THE USE OF MANUSCRIPTS

1. PERMISSION TO EXAMINE. Permission to examine manuscripts will be granted to qualified scholars upon completion of the application form provided for that purpose. Such permissions are granted subject to whatever restrictions may have been placed on the manuscripts by their donors or depositors. In certain cases, scholars may be required to use microfilm or printed copies of manuscripts when such copies are available.

2. PROTECTION OF MANUSCRIPTS. All brief cases, envelopes, notebooks, and other items except materials needed for research purposes must be left at the designated area. A scholar is responsible for the safeguarding of any materials made available to him in a reading room. He may not remove materials from the reading room for any purpose or re-arrange the order in which they are delivered to him. The use of any kind of pen is prohibited. Manuscripts may not be leaned on, written on, folded anew, traced, fastened with rubber bands, or handled in any way likely to damage them. Eating and smoking are prohibited in manuscript reading rooms.

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April 1972

YALE UNIVERSITY LIBRARY
1603A Yale Station
New Haven, Connecticut 06520

Date________________

NAME (Please print)____

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The subject, scope and purpose of my research are:

Applicant's signature:

Institutional affiliations and academic status:

Permanent address and telephone number:

New Haven area address and telephone number:

Permission to examine approved by: Date:

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New Haven Connecticut

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This form is to be filled out and submitted only when your writing has reached the stage when you can identify precisely the manuscript material you wish to publish.

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NAME (Please print) ____

ADDRESS ____

In accordance with the requirements of the Yale University Library, I hereby request authorization to publish the following manuscript material in the Yale Library collections. Identify the collection or collections and describe the material precisely.

Bibliographical information on planned publication:

Signature________________________

Send this request to:

( ) Manuscripts and Archives
Sterling Memorial Library
Yale University
New Haven, Conn 06520

( ) Beinecke Rare Book and Manuscript Library
Yale University
New Haven, Conn. 06520

Approved by______________________________ Date____________________________

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NEW HAVEN, CONNECTICUT

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. . . .

Bibliographical Information on planned publication:

Signature____________________________Fee Enclosed $______________

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Send this request together with the fee to:

( ) Sterling Memorial Library
Yale University
New Haven, Conn. 06520

( ) Yale Medical Library
333 Cedar Street
New Haven, Conn. 06510

( ) Beinecke Rare Book and
Manuscript Library
Yale University
New Haven, Conn. 06520

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2. Unless otherwise specified, permission will apply to the use of a reproduction in a single title.

3. The fee schedule is:

For each	item to be used in a single title	$25.00

Checks should be made payable to "Yale University".

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FACILITIES

NATIONAL LIBRARY OF CANADA

SURVEY OF THE CONSERVATION OF SPECIAL COLLECTIONS IN CANADIAN LIBRARIES, 1977

ANALYSIS

INTRODUCTION

This survey was conducted "to determine the levels of interest and of activity in conservation among special collections librarians in Canada, and to assess conservation facilities and services, or their lack, in this country." The size of the response to our questionnaire indicates a high level of interest in conservation among Canadian librarians. The information received shows that our strength lies in protective conservation, which retards deterioration by means of environmentally controlled housing, sound housekeeping programmes and good rules for handling materials during consultation. However, the level of curative conservation activity, i.e., restoration and repair, is low, as reflected in the size of conservation budgets, the number of in-house conservation facilities reported, and the number of private binder/conservators identified who are at present active in Canada.

Response to the Questionnaire

The questionnaire was sent to 109 Special Collections librarians in institutions all across Canada. Those who were canvassed were selected on the basis of holdings reported in the Canadian library directory 2: University, college and special libraries, published by the National Library of Canada in 1976, and of knowledge of special collections in some government and public libraries. 79 replies were received, including letters as well as questionnaires. The results of the survey have been computed from data from 74 completed or partially completed questionnaires. Of the latter, a few were completed here from information received in covering letters and by telephone.

Collections: General

1. (a) Please indicate below the approximate size of your special collection.

(b) How many special collections staff do you have
full time? 161
part time? 50

All who replied did not report the size of holdings, but at least 129 collections are represented in our computations. Held are some 1,700,000 items including books, pamphlets and serials (1,375,200) maps (143,700) photos, prints and some paintings (181,100) plus 15,727 feet of manuscript material not included in the overall total.

2. (a) Do you have a special collections policy?	Yes	54%
	No	46%
(b) Do you have a special collections conservation programme?	Yes	48%
	No	52%
3. (a) Is a member of the special collections staff responsible for the conservation programme?	Yes	45%
	No	55%

Collection: Housing and Use

4. (a) For each...collection reported please indicate whether or not the conditions mentioned below are provided.

i) Air conditioning	Yes	76%
	No	24%
ii) Protection from natural light	Yes	71%
	No	29%

(b) For each...collection reported please indicate whether or not the material is used or consulted in the conditions mentioned below.

i) Air conditioning	Yes	74%
	No	26%
ii) Protection from natural light	Yes	57%
	No	43%

Most librarians report excellent housing for special collections. Some libraries have installed extra humidifiers to ensure the maintenance of suitable relative humidity levels, and at least four have Helon fire protection. Two institutions, currently without adequate environmental protection, plan to move into climate-controlled quarters within the year. However, while the housing standards for special collections is generally high, they are not quite as good in the Reading Rooms where the books are consulted.

5. (a) Are the display cases used for the exhibition of special collections materials constructed

i) to allow good ventilation?

Yes 30%
No 45%
N/A 25%

ii) with shields to filter out ultra violet rays?

Yes 28%
No 44%
N/A 28%

(b) When lending special collections materials do you require that the borrowing institution guarantee that they will be displayed in well ventilated cases featuring shields to filter out ultra violet rays?

Yes 27%
No 31%
N/A 42%

Generally, special collections materials do not appear to be well treated in exhibitions. This is somewhat surprising in view of the informed care which has gone into conservation planning in other areas where some control can be exerted by special collections librarians.

Collection: Restoration and Repair

6. Do you have a qualified in-house binder/conservator to undertake the restoration and/or repair of special collections materials?

Yes 26%
No 74%

7. Are your conservation facilities equipped to handle

(a) deacidification of paper?

Yes 20%
No 80%

(b) other paper repairs?

Yes 26%
No 74%

(c) fine binding and restoration binding?

Yes 20%
No 80%

Only 11 institutions for which data were received have in-house shops with fully qualified staff. The percentage suggests a stronger situation than that which actually exists; one shop does work for five of the librarians who replied, while a second works for four who replied. All in-house shops are not equipped to handle all conservation techniques. Some treat only paper problems, while others function only as binderies, and not all have deacidification equipment. None of the shops can accept commissions from other institutions because of limited staff and huge workloads. A few librarians also mentioned special collections staff who make minor repairs to holdings.

8. (a) Do you send special collections materials for restoration and/or repairs to a binder/conservator outside your institution?

Yes	58%
No	42%

24 shops were named. As is the case with the in-house shops, all are not equipped to handle all conservation techniques, and some named are no more than commercial binders capable of superior work. Most employ only one or two people, and are unable to undertake extensive commissions. The average distance books are sent for conservation treatment is 250 miles. The greatest distance materials were reported to be sent is 1800 miles.

9. For what kind of conservation work is it most difficult to find binder/conservators who can undertake commissions?

The most frequently cited problems, in order of their importance to the librarians who replied, are paper repairs, map repairs and craft binding. Significantly, deacidification was not specifically mentioned by anyone. This work, it would seem, is done only in a few in-house shops and by qualified private conservators, although most paper produced since 1850 is prone to acid decay and would appear to be our most serious conservation problem. No commercial binder is likely to equip his shop for this conservation technique as it is currently practiced. The conclusion must be that little deacidification is being done in Canada.

Conservation Budget

10. If your conservation budget were to be expressed in terms of your acquisitions budget, would it be

less than 1% of it?	61%
1 to 10%?	35%
11 to 15%?	2%
16 to 19%?	
more than 20%?	2%

Two librarians computed plant into their budget figures, and the librarians with in-house shops could not assess the cost in terms of the acquisition budget, so the percentages represent only those librarians who do or would commission work outside their institutions.

COMMENTS

The most frequent comments were about the lack of funds for conservation and the difficulty in finding qualified private conservators who can accept commissions. Among those received was the following from Mr. John Holmes, Preservation Specialist at McMaster University, Hamilton, Ontario, who has kindly given his permission to be quoted:

> There is a need for training binder/conservators at more than one level, i.e., a training programme which would enable students to carry out some of the minor work or more routine operations of library conservation work which would also give them practical work experience; and also a more advanced training programme for specialized work, such as restoration or rebinding of older or more valuable material, fine binding acquiring a knowledge of various binding styles and techniques which have been in use for several centuries, together with the ability to apply modern technology and scientific changes that are constantly taking place in the conservation field.
>
> Inform librarians, either through library schools or through seminars, information bulletins, etc., of the need to commit a percentage of their acquisition budgets (that figure is yet to be determined) towards maintenance and conservation of special or research collections.

SUMMARY

More than one and a half million pieces and more than 15,000 feet of manuscripts were reported held by the 79 special collections librarians who replied to the questionnaire. About half of the collections for which data were received are subject to special collections policies and have conservation programmes. Housing and reading rooms are environmentally good in many Canadian libraries with special collections, constituting a strength in terms of preventive conservation. However, in-house exhibition facilities and lending policies for materials to be used in displays are inadequate in terms of conservation. Few institutions have in-house restoration shops, and not all of them are equipped to treat every conservation problem. Outside shops used range from the best binder/conservator in Canada to ordinary commercial binders. Little money is allocated for conservation by library management. And, little is being done about the training of binder/conservators in this country.

COMMENT

The conservation situation in Canada is, to say the least, discouraging. A generously-funded co-operative effort could perhaps solve the problem.

To: Herbert F. Johnson, Director of Libraries

From: David E. Estes, Head, Special Collections Department

Subject: Special Collections Budget Request, 1979-1980

Date: November 20, 1978

I hereby submit the budget request for the Special Collections Department for 1979-1980. The items are listed below in order of their priority.

2. Funds for Care and Preservation (binding, archival restoration, microfilming, light filters, fumigation)

There has never been a fund set aside for preservation work on books and manuscripts, nor for the fumigation of material brought into the department. Such functions as fumigation and preservation should be part of our regular routine, but when funds for the purpose are not specified, these procedures become a major operation. Until three years ago, no agency was available in Atlanta to perform archival fumigation, deacidification, archival repair, lamination, and encapsulation. Now that the Document Conservation Center is in operation and The Atlanta Historical Society has a fumigator which they are willing to make available to us on a fee for service basis, the proper care of our materials is dependent only on funds. Below is a list of the processes for which funds are needed and the estimated costs.

Binding: $1000.00

This estimate is based on the cost ($513.00) of one binding shipment of 34 volumes sent to the bindery during the past year. The estimate takes into account rising costs and a projection of some 40 to 50 items needing binding attention during a single year. Binding for Special Collections materials falls into four categories: (1) approximately 25 percent of the total costs cover binding of new materials added to Special Collections which have come by gift or, because of their rarity, have been sent from the Acquisitions Department (e.g., many of the Kemp Malone books sent to this department had to be bound or rebound before they could go on the shelves); (2) approximately 50 percent of the total sum is for leather or other special bindings for rare and valuable items; (3) approximately 10 percent of the funds cover the construction of special book boxes for items whose rarity requires the maintenance of the original binding, no matter how poor the condition; (4) another 15 percent covers the repair and restoration of original bindings. Emory publications (such as The Wheel, University bulletins, news publications, and others) are bound from the general library binding fund.

Fumigation: $ 200.00

Richard T. Eltzroth, archivist at the Atlanta Historical Society, will fumigate our materials for $25.00 per vault load. We are estimating 8 loads per year. The vault will hold approximately 48 cu. ft. of material, the equivalent of 1000 books or 48 record center cartons of manuscript material.

Archival Restoration: $ 750.00
(includes deacidification, repair,
lamination/encapsulation of valuable,
fragile documents)

We would be highly selective here. Cost is based on an average of $7.00 per page for restoration.

Filters for fluorescent lights: $1000.00

The fluorescent lights in our department, including those in exhibit cases, are standard lights with no filtering system for the ultraviolet rays so damaging to paper and other artifacts. At a minimum, we need ultraviolet filters for the fluorescent lights in the exhibit cases, entrance area, and the Woodruff Room; also special filtered lights are needed over the large Harris Room case. The estimate given above is for U-V sleeves for the area described. Lights with filters built in are available from several companies, but they are more expensive than the sleeves and prices vary widely. A salesman for Verd-A-Ray Corporation quoted a price of $7.53 for their Fadex light; Westinghouse and General Electric market a filtered light priced at $29.95. Further investigation would be needed to determine the reasons for this wide difference in price. We feel that the sleeves are currently our best buy and are worth the investment.

Microfilming: $ 400.00

We have some materials which are used frequently, have become fragile with use, and which should be filmed for research purposes. The McGill Scrapbooks need immediate attention. The cost for filming these would be approximately $250.00. In addition, we hold some 130 reels of negative microfilm of manuscript collections. These manuscripts were loaned to Emory for filming and the originals were returned to their owners. The present location of the originals is unknown; some may no longer be in existence. Positive copies of the film should be made for research use. We propose to have copies made this year of the most frequently used films, then gradually have prints made of the remaining film over the next few years. The cost is $18.00 per reel for a positive print.

Total for Care and Preservation: $3,350.00

security and preservation

IMPROVED SECURITY SYSTEM FOR THE RARE BOOK ROOM, THE MANUSCRIPT DEPARTMENT AND THE UNIVERSITY ARCHIVES

Problem

Reports of the theft of especially valuable materials from libraries are growing in number throughout the library literature. The security for the Rare Book Room, Manuscript Department and the University Archives is minimal. It leaves the Library very vulnerable to the theft of valuable materials from these collections.

Recommendation

Install the Qonaar Security System in these three areas to improve security, especially after hours, thereby increasing protection for the most costly and unique segments of the Library's collections valued in the tens of millions of dollars.

Cost

Estimated costs: No personnel increase.

Equipment and its installation for the Rare Book Room	$3687.45[*]
Equipment and its installation for the Manuscript Department and the University Archives	$6022.04[*]
Project total	$9709.49[*]

An ongoing monthly telephone line rental fee of $22.50 (total for all three) would also be required.

Consequences of not doing

The Library will be leaving itself open to increased risk of the theft of very costly, in many cases irreplaceable, items. The only security between these collections and professional and amateur thieves who regularly work library collections today is the single lock on the door of each department. Theft is on the rise because of the high demand for such materials and the very high prices they will bring. Failure to install this system will make it that much easier for the theft of these materials which, once gone, cannot readily be replaced if at all.

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[*] These figures have been adjusted to June 1978 costs. Ron Wilson indicated that an escalation figure at the rate of one half of one per cent per month should be used in adjusting these costs. The cost factor has risen nearly $700 for the total project since the Task Force report in October 1977. Obviously, the longer the delay in implementing this protective system, the more it will cost to acquire and to have it installed.

Alternatives

I. Continue the present system and continue the risk of theft being successful due to minimum security.

II. Improve the existing lock system and control of the keys for the three areas concerned, at all access points to these departments.

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University of Cincinnati

Program for the Renovation of the Existing Main Library

September 1977

Special Collections Department

Introduction

The Special Collections Department was established in July 1973 to provide secure housing and specialized care for the materials in the University Library. The collections include manuscript, archival and rare book materials.

Four major manuscript and archival collecting projects were launched by the University and members of the History Department in conjunction with the University Library in the late 1960's and early 1970's.

1. University Archives: In 1973, President Bennis issued a statement that all records created at the University of Cincinnati belong to that institution. By this order, the President obligated the University Archives to locate and collect the official records of the University as well as all other material that would help document its history. Since then, the University Archives has become the repository for the minutes of the Board of Directors, student records, correspondence of the Presidents and other major administrators as well as faculty papers, publications, photographs, and office files. This material documents not only the history of the University of Cincinnati, but also serves as a resource for the study of American higher education. The collections contain some sensitive and confidential information and must receive restricted use.

2. Urban Studies Collection: This group of collections document the history and impact of 20th century metropolitan areas, particularly Cincinnati. The University of Cincinnati Library is now

the official repository for such organizations as the Cincinnati Human Relations Commission, the Contemporary Arts Center, the American Civil Liberties Union - Cincinnati Chapter, and the Better Housing League. We also house the papers of such individuals as Alfred and Gilbert Bettman.

3. Archives of Medical History: This collection is concerned both with medical institutions as well as scientists and physicians. In addition to the papers of Albert Sabin, John Phair and Karl Ascher, the Library houses records of early medical colleges in the Cincinnati area.

4. Ohio Network of American History Research Centers: In an attempt to decentralize the collecting of manuscripts and official government records in Ohio, the Ohio Historical Society established eight regional repositories. The University of Cincinnati is the network center for eight counties in the southwestern part of the state. By contractual agreement with the Ohio Historical Society, it is the obligation of the University Library to survey the records of local court houses and city halls and supervise the preservation of this material. In some instances, official records are depositied in the Department. There are agreements with the Ohio Historical Society dealing with the collection of manuscripts, newspapers and audio-visual materials.

5. Rare Books and Special Collections: In addition to the manuscript collections, the Department is responsible for the rare book collection of the Main Library. From the time the University's book collection began its real development in 1899, many fine books have been acquired, both through gift and purchase. The collection now stands at approximately 5,000 titles, or about 9,000 volumes. The books in the collection are valuable not just because of their monetary worth, but also because of their scarcity.

The holdings of the Special Collections Department are publicized locally and nationally and the materials are used not only by faculty, students and administrators at the University, but also by members of the community as well as by outside researchers.

General Security and Environmental Concerns

Controlled access to the department is vital. All components of the area must be isolated from the rest of the building. The area should be separately keyed. When the department is open, there should only be one entrance and exit for patrons - that is, the reception room. Staff should be able to enter through the reception/reference room and by key to other areas. When the department is not open, the entire area should be secured and protected by a theft detection system such as ADT.

The specific environmental controls for the stacks will be detailed in that section, but it is very important that constant temperature and humidity control, as well as a clean environment be maintained in the entire department. Dirt as well as fluctuating temperature and humidity are destructive to all paper material. An air filtration system for the entire department would benefit the materials and the staff.

Security not only means controlled access and protection from theft, but also minimizing the danger of fire and water damage. The entire area, including the stacks, must have a sprinkler system. The Grinnell on-off system is strongly recommended. The aquamatic system is on the market and Grinnell will also market a preaction (empty pipe) system. If the latter is available at the time of remodeling, it would be preferable, as water damage from charged pipes is a concern. The architects and engineers should investigate if this system alone would afford sufficient protection, or if a smoke or ionization detection system is also needed.

Part of the security considerations for the department should be the actual location of the department. It should be situated where there is a minimum of potential for water damage and a maximum control of access.

Other general requests would be:

1. Wherever fluorescent lights are used, ultra-violet shields must be used.

2. Wherever possible, public areas should have windows provided. The only areas in which windows should not be present are the stacks, storage, microfilm reading room and receiving.

In writing this program specific functions or departments have not been assigned to floors or areas. However, because of the security requirements, consider locating the Special Collections Department offices on the sixth floor, with Rare Book shelving on the seventh floor and University Archives and Manuscript Collections on the fifth and sixth stack levels.

Special Collections Department

Summary of Square Feet Requirements

Space	Square Feet
Receiving Area	600
Processing Area	2,400
Staff Shower Rooms	100
Office of Head	140
Office of Assistant Head	140
Office of the University Archivist	140
Ohio Network Staff Office	240
Staff Office	240
Reception/Reference Area	1,000
Reading Room	1,000
Microfilm Reading Room	120
Square Feet Offices and Services	6,120

Square Feet Stacks:

Archives - 8,680 square feet (stacks well)

Rare Books - 2,442 square feet (seventh floor)

11,122

17,242

Special Collections Department

Summary of Seating Requirements

Type	Seats
Table	36
Lounge	3
TOTAL	39

Receiving Area

Area: 600 square feet

Occupants: two

Functions: Materials are transferred from the loading dock and enter the departmental complex through the receiving area. Here basic administrative and intellectual controls are established over accessions. Establishing administrative control involves recording 1) receipt of materials, 2) their source, 3) the amount of material in the accession, and 4) where the material will next be located. Intellectual control is established by preparing an inventory, or list, of contents.

Accessions will range in size from a single volume to collections consisting of 200 cubic feet of material, or more. They may arrive in envelopes, bread boxes, file cabinets, grocery bags, transfiles, record cartons, boxes, or wooden shipping crates. Contents of these containers may be pristine files or very dirty folded documents resurrected from a century's repose in the attic of a county courthouse heated by coal. Large volumes of material in a variety of containers must be afforded easy access to, about, and through this area. Some collections will have to be moved on pallets by hydraulic carts.

This area cannot serve as a common receiving area for the building because the materials accessioned by the Special Collections Department are rare or unique and because these materials may remain in this area for more than twenty-four hours.

For the many large collections, preparation of an inventory will involve reboxing in standard-size containers and listing of contents. This usually involves recording each folder heading. Because a collection will remain in the receiving area until the inventory is complete, shelving and pallets will be required for storage.

After reboxing and completion of the inventory, collections are transferred to the stacks for temporary storage or to the processing area.

Furniture and Equipment:

fork-like hydraulic cart
two wheeled dolly
heavy-duty and light-weight vacuum cleaning equipment
3 heavy-duty sorting tables 6' x 3'
15 sections of records center shelving, ten shelves each (525 linear feet of 18" shelving)
4 book trucks
4 chairs
desk with typing return
typewriter
four-drawer, letter-size file cabinet

Environment: Secure and easily cleaned.

Spatial Relationship: Easy access for large amounts of material:

From loading dock
To stacks
To processing area.

Processing Area

Area: 2,400 square feet

Occupants: eight

Functions: Materials are transferred to this area from the receiving area or from the stacks. Processing involves 1) examination and identification of the materials in a collection; 2) determination of a logical arrangement; 3) sorting; 4) conservation treatments including flattening, cleaning, removal of metal and other fasteners, photocopying of highly unstable materials, and placement in archival folders and containers; 5) labeling; and 6) preparation of finding aids. The primary finding aid for a manuscript or archival collection is the register. A register includes a biographical or historical sketch of the creator(s) of a collection, a description of the contents, an explanation of the arrangement and subject matter of the collection, and a detailed inventory of the contents of the collection in its final arrangement. A processed collection is transferred to the stacks for permanent storage.

Eight areas, each averaging 300 square feet, are requested for the processing area. Each area is assigned to one processor and serves as a primary work area and permanent office. Processing of a manuscript collection frequently requires large amounts of space and can take several months. No more than one collection would be in process in one area at a time. Because collections vary greatly in size and nature, it is necessary that the individual processing areas be flexible in total size and with regard to the location of equipment within each area. Moveable shelving around each area would provide storage for collections in process as well as privacy.

Furniture and Equipment:

Moveable records shelving
Sorting bins
8 desks with typing returns
8 typewriters
8 four-drawer, letter-size file cabinets
16 chairs
16 folding tables 6' x 3'
8 record carton trucks
1 xerox copier
1 light-weight vacuum cleaner
Many electric outlets
Storage racks for 13 folding tables

Environment: Quiet, but no carpeting. Easily cleaned. Some natural lighting preferred.

Spatial Relationship: The processing area is the primary area of the Department. Throughout processing, the processor will need to consult reference materials and administrative files housed in the reception area. The processor will also be called to the reception area to serve for shifts as the reference staff member and to meet with researchers interested in using collections with which the staff member is familiar. Only staff members may have access to the processing area.

1. Stacks - direct access for large amounts of material.
2. Receiving area - easy access for large amounts of material.
3. Shower Room - direct access.
4. Reception Area - easy access.
5. Offices - easy access.

Staff Shower Rooms

Area: 100 square feet (2 rooms, 50 square feet each)

Occupants: Staff

Functions: Two complete shower room facilities (for men and women) are requested. Each should include toilets, sinks and shower. A great deal of the work is very dirty, and it would be a great saving of time and a great morale booster to have access to a shower.

Furniture and Equipment:

- Toilets
- Sinks
- Shower with dressing alcove

Spatial Relationship: The facility should be directly accessible to the processing area.

Stacks Area

Area: 11,122 square feet
8,680 University archives and manuscript collections
2,442 for rare books (seventh floor)

Occupants: None

Function: Proper shelving of the collection is an integral part of the long range preservation of the collection. The material housed in the department exists in a wide variety of forms and shapes. The rare book collection comprises about 9,000 volumes, about a third of which are oversized volumes (over 30 cm. in height). The entire oversize (folio) collection must be shelved horizontally. Manuscript collections are boxed in three, standard-size containers: letter-size manuscript box (12.25"d x 10.25"h x 5"w); legal-size manuscript box (15.25"d x 10.25"h x 5"w); and record cartons (15"d x 12"w x 10"h). Shelving must allow these containers to fit completely on the shelves with no overhang.

Predicting the growth of the collection is very difficult. Since 1973 approximately 2,000 volumes have been added to the rare book collection through gift, purchase, but primarily through transfer from the stack collection. It is conceivable that the book collection would continue to grow at this rate.

Making predictions for the growth of the manuscript collection is almost impossible. Currently the department houses about 2,000 linear feet of material. Manuscript collections must be solicited and therefore growth is controlled to a degree. There is much less control over the growth of the University Archives. The stack request is therefore an estimate based upon the knowledge that material will continue to come, not at an even rate, but constantly.

__Furniture and Equipment__: To insure the safety of the material and to afford the greatest flexibility in the housing of the collection, under-bracketed or cantilevered shelving should be installed in the entire area. Most of the shelves should be 16" deep. Very oversize material will require shelves 18" deep. A great number of shelves in each range will be required for the folio collection, as folios will be shelved horizontally with only one or two books on a shelf. A base is desirable at the bottom of each range, as no shelving should sit on the floor. Using the present shelf structure and width of shelves, materials would have to be shelved through. It would also be necessary to use alternate ranges. This method of shelving would be much less efficient.

Microfilm cabinet

4 map cases (each 4'd x 5 1/2'h x 4 1/2'w) to contain large maps, posters, photographs, etc.

Incandescent lights (not fluorescent) set on timers so that they will go off automatically after a staff member has used an area

15 four-drawer, legal-size file cabinets

Book ends should be simple heavy weights, such as a brick covered with buckram. Book ends that hang from the top of a shelf or that are slipped under the books are not satisfactory.

10 heavy duty trucks - 5 for record cartons, 5 for books.

Kick stands

Ladder kick stand on each level.

Environment: The stacks of the Special Collections must be sealed off from all other portions of the stacks. Only personnel of the Department will have access to this area, and when the Department is closed, a security system, such as ADT, will guard against illegal entry. The area should not have any windows and must be free of all mechanical equipment, and pipes containing water.

Temperature and humidity control is to be provided for this area so as to maintain the stacks at sixty degrees Fahrenheit (plus or minus five) and fifty percent relative humidity (plus or minus five). An air filtration system should be provided to deal with the problems of sulphur dioxide and particulate matter. The air-handling system should be designed so that it can be manually converted to outside air and used for smoke removal. The entire area should be provided with a sprinkler system and we strongly recommend the Grinnel on-off system. The aquamatic (charged or wet-pipe) system is on the market and Grinnel will market a preaction (empty pipe) system. If the latter is available at the time of remodeling, it would be preferable to have a dry pipe system. If the present seventh floor shelving space for

Rare Books is retained, all of these changes will also be required in that area.

Aisles and doors should be constructed to permit the flow of large amounts of materials on dollies and carts.

Spatial Relationship: Controlled access to this area should be provided within easy reach of the staff in the reception/reference area who need to retrieve material for patrons, as well as the staff in the processing and receiving areas.

Consider locating the shelving for Rare Books on the seventh floor where it is currently and the shelving for Archives and Manuscripts on the fifth and sixth levels of the existing stacks.

Office descriptions not included in SPEC Kit

Reading Room

Area: 1,000 square feet

Occupants: Seating for twenty-four readers

Functions: All material housed in the Special Collections Department will be used by researchers only in this area. The reading room will be entered through the reception/reference room. A full or partial length glass wall should separate the reading room from the reception/reference area to afford full supervision of the reading room from the reception/reference area.

This room should be bisected by a full or partial length glass wall, incorporating a door and equipped with draw drapes. Cutting the room in half will provide the capability for use of half the room for seminar and conference purposes. As none of the materials housed in the Special Collections Department may leave the department, we must provide a facility for classes in which the instructor wishes to use parts of our collection. Such classes will be offered by members of our faculty, members of the staff of the department and possible outside guest lecturers. This area will also be used by the department for staff meetings.

Furniture and Equipment: The readers in both sections must be seated so as to face the reception/reference area.

For security reasons we can not have anyone with his back to the supervising staff. A configuration of tables and chairs should therefore be planned to accommodate a large folio or several boxes of manuscript material.

The chairs for the tables should not have arms so that readers would be encouraged to place all materials on the tables and not in their laps.

On the walls that are not glass or contain windows, there should be a molding for the hanging of framed pictures.

Plugs for audio visual equipment should be provided.

Environment: Although the room must be glass enclosed, we would like the area to be as quiet as possible. Hopefully with carpeting and acoustical treatment the minimum of noise will penetrate from the reception/reference room into the reading room and between sections of the reading room.

The room must be comfortable with some natural lighting preferred and conducive to long periods of concentrated research.

Spatial Relationship: The only entrance and exit to this area is into the reception/reference room. Complete visual supervision will be provided from that area.

Microfilm Reading Room

Area: 120 square feet

Occupants: four

Functions: Researchers and staff members will study microfilm records in this area. The area will not be used for storage of film. This will be a dim reading room. It requires supervision and must be acoustically insulated from the reception area.

Furniture and Equipment:

4 microfilm reader/printer stations incorporating spacious work areas
4 chairs
Carpeting

Environment: Lighting should be fifteen to twenty footcandles at the viewing surface. No natural light. Quiet.

Spatial Relationship: Contiguous to reception/reference area. Writing areas are needed on both sides of each machine to accommodate materials being compared.

FOSTERING SUPPORT/USE

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APPLICANT:	Washington University Libraries St. Louis, Missouri 63130
PROJECT TITLE:	"Improving Access to the Modern Literature Collection"
PROJECT DIRECTOR:	Holly Hall, Chief Rare Books & Special Collections John M. Olin Library Washington University St. Louis, Missouri 63130 314-889-5413
TOTAL FUNDS REQUESTED:	Oct. 1, 1978-Sept. 30, 1979: $118,705 Oct. 1, 1979-Sept. 30, 1980: $ 85,667
PROJECT PERIOD:	Oct. 1, 1978-Sept. 30, 1980 (total 2 year project)

PROJECT SUMMARY

The project for which we are requesting funds is directed to the Modern Literature Collection in the Department of Rare Books and Special Collections. The project has three fundamental purposes: to prevent the prejudicial dispersal of contemporary literary manuscripts held on deposit; to revitalize an arrested acquisitions and cataloging program; to facilitate and improve scholastic access to its holdings.

In 1964 the Library initiated a project to selectively and systematically collect modern American and British Literature, and to devote particular attention to 115 contemporary authors. It was, and has remained, collection policy to bring together primary published works and the significant printed and manuscript research materials which complement and elucidate those primary works. Purchases by, gifts to, and materials deposited in the collection since its inception have enabled it to develop into one of the most cohesive and seminal of its kind in existence. Some of the authors upon whom the collection focuses -- Samuel Beckett, Robert Creeley, James Dickey, William Gass, James Merrill, and Howard Nemerov among them -- are simply nowhere better represented than at Washington University. However, the financial strictures imposed by an inflationary economy and by the Tax Reform Act of 1969 -- which removed incentives to authors to negotiate with academic institutions for their papers -- have seriously inhibited the growth of the collection.

Currently some 50,000 manuscript items from authors already represented in the collection are held on deposit. One purpose of the project then is to finally acquire these items and to catalog and index them so that their existence and availability may be made known to the academic community. The library also proposes to accelerate the cataloging and indexing of the balance of the collection (100,000 items) so that the total 150,000 manuscript items will be brought under full bibliographic control. Access to the collection will be further improved through publication of a finding aid, tentatively titled "The Modern Literature Collection: Fifteen years of Manuscripts Acquisitions for Research". This 130-page guide, in exhibit catalog format, will provide an "overview" of the collection. It will include profiles of the major author collections, descriptions of important groups within the papers, and a subject index of all authors represented in the collection. The guide will be completed and distributed at the close of the two-year project.

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I. INTRODUCTION

The Department of Rare Books and Special Collections of Washington University Libraries provides facilities specially designed for the housing, preservation, and scholarly use of books, other printed materials, and manuscripts, in selected subject areas. These areas include: English and American Literature, the History of Printing, Semeiology (the history of non-verbal communications), and Americana, with emphasis on St. Louis and Missouri.

The Department currently houses 33,000 printed volumes of which 45% are classed as English and American Literature. 12,425 of these 14,850 volumes belong to the twentieth century period. Within this category is a special collection (7,204 volumes) devoted to 115 contemporary British and American writers (see Exhibit 1). The intent of this active project is to collect all editions by, and publications about, the authors selected. The acquisitions include: primary works in all forms of publication; uncorrected proof copies; items of association interest; books to which the author has contributed (prefaces, introductions, afterwords); appearances in anthologies; broadsides; translations; and all biographical and critical publications concerning the author.

Established figures with major reputations account for seven of the largest book holdings: Samuel Beckett (574), D. H. Lawrence (298), Ford Madox Ford (272), Vladimir Nabokov (256), Ezra Pound (254), William Carlos Williams (150), and Conrad Aiken (145). Especially distinguished collections have been assembled of writers who have come to prominence in the last decade: Saul Bellow (105), Jorge Louis Borges (103), Anthony Burgess (133), Ted Hughes (100), Robert Lowell (108), Iris Murdoch (127), and John Updike (148). Strongly represented also are authors now receiving special critical attention: John Berryman (65), Robert Creeley (171), Robert Duncan (107), James Merrill (50), Howard Nemerov (66), Charles Olson (87), and Louis Zukofsky (60).

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The Modern Literature Collection also includes: 4,300 little magazines, containing important original appearances, reviews and criticism; 135 audio-tape recordings of writers reading and discussing their work; and biographical and critical supporting materials, such as dealers' catalogues (a rich source of bibliographic detail), exhibit catalogues, and small press prospectuses. As a group these printed materials support traditional literary scholarship.

Manuscripts are a primary source for literary study. The scholar cannot hope to master an author, a genre, or a period until he has consulted those manuscripts relevant to his interest. The list of authors represented in Washington University's manuscript collection is an exciting document to any literary scholar concerned with the development of contemporary writing in North America and Great Britain. The chief writers for whom papers are held are listed on the yellow sheet accompanying as Exhibit 2. Brief profiles of nineteen key authors featured in the manuscripts collection accompany as Exhibit 3.

These literary papers, in 660 Hollinger boxes, total nearly 200,000 manuscript items. The most significant single author collections are those of Samuel Beckett, Robert Creeley, James Dickey, Robert Duncan, Stanley Elkin, Donald Finkel, Isabella Gardner, William Gass, Elizabeth Jennings, James Merrill, Howard Nemerov, William Jay Smith and Mona Van Duyn. Included in the collection are jottings of ideas, poetry wooksheets, drafts of prose works, letters, correspondence, diaries, notebooks, corrected galley sheets, and memorabilia. Juxtaposed with the strong collection of printed materials, these manuscripts provide a broad range of research opportunities on textual, biographical and critical topics.

The Modern Literature Collection at Washington University is best known internationally as the research center for Samuel Beckett studies. The library's collection of 214 original manuscripts and letters, combined with the largest

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collection extant of printed items by and about the Nobel Prize winner, was significantly strengthened through an imaginative cooperative project initiated by the library in 1976. A reciprocal exchange of photocopies of original Beckett manuscripts was made with the library of the University of Reading in England, which holds the most distinctive European collection of Beckett's recent work. The project has been so successful that a similar reciprocal plan is underway with the library of the University of Connecticut. Photocopies will be exchanged between parts of the Charles Olson Archive housed there and the relevant portions of the Robert Creeley Papers held here. Recognizing the responsibility for sharing unique resources with scholars everywhere, Washington University hopes to initiate similar cooperative exchanges with research institutions elsewhere.

Four publications that highlight the range of the Modern Literature Collection attest to the growing effectiveness of the library's collection-building efforts. In the Introduction to the new edition of a standard reference work, American Literary Manuscripts, (University of Georgia Press, 1977), the editor of this Modern Language Association-sponsored publication observes the dramatic increase in Washington University's holdings: 73 authors were reported in the 1960 compilation, by 1973 that number had grown to 298. Unfortunately, the four year delay from reporting to publication of this important work means that a great many of our holdings are not included.

The library's strengths in contemporary British literary manuscripts are usefully conveyed in The Arts Council Collection of Modern Literary Manuscripts, 1963-1972: a Catalogue, compiled by Jenny Stratford (London, 1974). This guide includes references to several collections housed at Washington University, notably the Elizabeth Jennings Papers. Holdings of only five other American research libraries were considered worthy of citation.

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In the June/July 1976 issue of Coda: Poets & Writers Newsletter, the poetry portion of the Modern Literature Collection was singled out. The article led to a sizeable increase in inquiries from young scholars until then unfamiliar with the collections.

But perhaps the most important recent general finding aid is Where are Their Papers? by Joanne Vinson Akeroyd (University of Connecticut Library, Storrs, 1976). In this union list of 42 post-WWII authors -- in "the dominant American poetic tradition" -- manuscript holdings for all but ten of the authors to which the work refers are recorded as being housed at Washington University.

The research goals and achievements of the Modern Literature Collection are cogently presented in "An Approach to Special Collections" (in American Libraries, Dec. 1971, 1151-1156). An offprint of this article accompanies as Exhibit 4. The author, William Matheson, head of Washington University's Rare Book Department, 1962-1971, and now Chief of Rare Books and Special Collections at the Library of Congress, writes "...the program has received national attention, and the number of users has increased so significantly each year one must judge it a success." In his conclusion he states: "Since by its very nature the collection looks to the future, the full measure of its success can only accurately be gauged at a later date."

II. DESCRIPTION OF PROJECT

In the seven years since William Matheson's comments were published, the collection of books and manuscripts has continued to grow and to be used by literary scholars in a wide range of research projects. (See Exhibit 5 for a partial list of scholars outside Washington University who have recently used the Manuscript collection in connection with doctoral dissertations, articles, monographs, and editing projects.) In this same period, however, access to the materials needed by researchers has suffered. Because of changes in funding sources, the level of acquisitions support has not been maintained and loss of staff through attrition has resulted in a backlog of manuscripts to be properly described and indexed.

The primary reason that research has been impeded is directly attributable to changes in the 1969 Tax Reform Act which abolished income tax allowances for gifts of self-created papers. This legislation has significantly constrained the manuscripts collecting program. From 1964 to 1969 reimbursement to authors with whom the library directly negotiated was $18,693: an average annual expenditure of $3115.50. In addition these authors received tax allowances totalling $42,856. Regarded in this light the effective purchasing power of the library's dollar was equivalent to $3.29. Except for one legal carry-over of a $2,002 gift into 1970, the library has since had to purchase outright -- without benefit of tax incentives to authors -- the papers necessary to continue the research program. In 1970, the first year after the Tax Reform Act, payments to authors totalled $19,115: a crippling 513.55% increase on the average expenditure of the preceding five years.

Because of the severe inflationary pressures which confronted research libraries in the same period, the library's purchasing power has not been able to keep up with the necessary collecting schedule. The failure of the 1976 tax revisions to reinstate allowances for donated papers has been exacerbated by continuing budget strains, and since 1970, accumulations to an author's already held papers have had -- pending a more favorable fiscal climate -- to be accepted with deposit status. Although the authors, at the library's urging, stipulated that their papers be open for research regardless of deposit status, until the papers become the property of the library they cannot, for practical and ethical reasons, be

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cataloged as permanent holdings or reported as available to the research community that needs them. Those researchers who do discover for themselves the presence of the materials are of course granted access and assisted in their work. More seriously obstructed, however, are those scholars who have to contend with the presence in the library of only half of a given collection. Some of the authors who gave their papers to the library before the 1970 changes preferred not to place the rest of their papers until the income tax allowances were reinstated, or until the library could pay for them. Because the library has been unable to purchase the additional manuscripts on the schedule necessary the papers are languishing in the authors' hands, unorganized and inaccessible.

Unless the library acts, the very real danger exists that papers now on deposit will be withdrawn and that those in private hands will be dispersed, sold as individual items, even discarded or destroyed through carelessness. Any of these eventualities would, quite obviously, constitute an irreparable blow to scholarship and research.

To insure that the documentary record already half-assembled will be continued the library has designated the papers (totalling about 100,000 items) of eight authors for acquisition in the requested funding period. The targeted authors are: Robert Creeley, Stanley Elkin, Donald Finkel, Isabella Gardner, William Gass, Howard Nemerov, William Jay Smith, and Mona Van Duyn. Some of these papers are currently on deposit. Others have been identified and are available. Papers that supplement other collections already in the program will be purchased as funds permit.

The fair market value (or purchase price) of these items will be determined by a mutually agreed upon manuscript appraiser not associated with the author or with Washington University. Based on the known quantity and contents of the papers in the targeted group, the stature of the authors, and the fair market values assessed

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on like material in the past, the library estimates the papers that belong in the collection described above can be acquired for $85,000. Because of the quantity of material on deposit (notably the papers of Robert Creeley, Stanley Elkin and William Jay Smith) and the immediate availability of the other groups, half of the acquisitions (or $42,500) will take place in the second and third quarters of the first year of the funding period (Jan. 1-June 30, 1979). $10,625 will be needed in the first quarter and $10,625 in the fourth quarter. The remaining $21,250 requested will be spent between October 1, 1979 and September 30, 1980 for those papers which necessarily will take longer to appraise.

In 1975, as evidence of its commitment to the continuation of the Modern Literature Collection, Washington University allocated an endowment of $125,000 to the Department of Rare Books and Special Collections. After the "catch-up" period outlined here, the annual yield from this endowment will adequately provide for acquisitions.

With the transfer of the papers in the target group to the library's permanent custody, the manuscripts will join the first "half" of each author collection. Each bibliographic unit will then be up to date and the cataloging necessary to assure access to the collections can be completed.

Our experience in meeting the varying demands of researchers has shown that no single finding aid alone will suffice. We have found that a combination of descriptive register and conventional card catalog is the most efficient and most versatile means of satisfying user needs. The registers, typed on 8 1/2 x 11 sheets, are designed to provide precise, synoptic information about both the scope and contents of the collection, and appropriate detail down to the folder and item level. The register, or relevant portions, can be conveniently photocopied and mailed

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to researchers -- 80% of whom, statistics show, come from outside St. Louis. For those researchers requiring specific information about documents held in several different collections, the dictionary catalog (author, title and subject cards) provides the surest reference to the entire manuscript collection. Researchers who cannot visit the library personally (especially those outside the U.S.) or scholars who require only a few documents, are provided with photocopies of items needed. As long as requests conform to literary property/copyright provisions, researchers are lent photocopies of manuscripts, on condition that such photocopies are not recopied and are returned to the library when research is completed. This is standard practice in the administration of contemporary papers.

At present, approximately half of the manuscripts are under full control at the register and index level. The other half (or 100,000 items) are under bibliographic control at the inventory level, prepared on initial receipt of material. Because many of these papers have only deposit status, rather than being integrated into proper series by type and period of creation, they have had to remain in the lots in which they were received. As a result, the inventories are too cumbersome to effectively search, too bulky to be inexpensively photocopied for researchers and -- most damaging of all -- too amorphous to be indexed. This lack of access is enormously frustrating to researchers and reference staff alike.

Once the material the collection plans to acquire is accessioned and integrated archivally, the available manuscript cataloging staff will arrange, describe and index the collections. From April 1, 1979 to September 30, 1980, one full-time staff member, Randolph K. Tibbits (see vita, Exhibit 6), will spend 50% of his time on the project. In addition, the library plans to add one full-time professional manuscripts cataloger to the staff and one full-time clerical assistant. With the addition of two staff members following the lucid and precise finding aid system the

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library has already developed, manuscripts processing will clearly be expedited. The catalogers will be responsible for the creation of individual registers and card indexes, and for updating registers, as required, with the information that will bring the collection into compliance with the new copyright provisions. The clerical assistant will sort and arrange papers in preparation for appraisals and for cataloging, perform typing tasks, file catalog cards, and carry-out related office duties assigned by the catalogers and the head of the department. The job classification and salaries of these positions are included in the budget.

The training of new personnel and the supervision of the cataloging project will be the responsibility of the Project Director, Holly Hall, Chief of Rare Books and Special Collections (see vita, Exhibit 7). She will also coordinate the manuscripts acquisitions. 30% of her time from October 1, 1978 to September 30, 1980 has been allocated to administering the literary manuscripts program.

Based on the number of personnel assigned to the project, the expertise of the current staff, the established finding aid system, the existence of preliminary inventories, and the past rate of cataloging performance, two-thirds of the manuscripts in the collection (or 100,000 items) will be brought under control by the end of 1979 and all (or 150,000 items) will be cataloged by the end of the requested funding period, September 30, 1980.

At that time, the status of, and continuing need for, the two added positions will be evaluated.

The available shelving space is adequate for housing the additional manuscripts. An extra 432 square feet has been made available for large processing tables due to recent expansion of the Special Collections area. As a result, the total available workspace is more than adequate.

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The storage costs for the items to be added to the collections and one piece of equipment are included in the budget: the purchase cost of 200 acid-free Hollinger boxes, 3,000 acid-free file folders, and a 15-drawer card catalog, which will supplement the present 30-drawer catalog.

This accelerated manuscripts cataloging program will yield another benefit. It will enable the library to be ready to contribute information about the department's holdings into the proposed national data base of manuscripts locations. This project is coordinated by the National Historical Publications and Records Commission (NHPRC), utilizing a computer program design known as SPINDEX III, a sequential file maintenance system allowing for any logical hierarchial arrangement down to item level. A great deal about the potential uses of the automated input and retrieval programs has been learned (through use of SPINDEX II) by the NHPRC staff in their preparation of the Directory of Archival and Manuscript Repositories in the United States, to which Washington University contributed. The Directory will be published by the National Archives in late 1978. The national data base has as one of its goals: "...a central program and staff to keyboard and process information which, for the most part, is already available in printed guides and other easily available format". [Report on the Conference on Automated Guide Projects (Atlanta, National Association of State Archives and Records Administrators, 1978), p. 4.] For our purposes, the "other easily availabe format" clearly indicates the adaptability of our individual collection registers. The library intends to carefully monitor the progress of national planning and explore ways in which Washington University can participate in, and take advantage of, the several research finding aids it promises to generate. Unless and until the manuscripts cataloging project is accelerated, it is doubtful that the library will be capable of participating in this national endeavour.

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SPINDEX III has been designed to manipulate the information input to meet the many needs of its users. One of the most attractive features being built into the system is the ability to computer generate and print guides to documents and records of many varieties, including a guide to the records of a single institution. Even though the desirability of a nation-wide data base of locations is self-evident, it has been presumed that individual guides will still be the norm. A timetable has not yet been formulated by the NHPRC for such projects.

In the meantime, Washington University needs to promote the Modern Literature Collection ahd to familiarize literary scholars with the extent of the collections newly-made available. The citations in reference works and other books, the new acquisitions announcements in academic journals, and the publication of library exhibit catalogs (see Exhibit 8) have played an important role in reaching interested scholars but by their nature they are ephemeral references. They are not substantial enough to improve access. A basic access-tool publication is needed, one that will provide an "overview" of the literary papers. The tentative title sums up the approach to be taken: "The Modern Literature Collection: Fifteen Years of Manuscripts Acquisitions for Research".

The guide, in the format of an exhibit catalog, will be a report to literary researchers of the range of contemporary papers held. Entries will profile the major author collections and thereby indicate the research opportunities not only of the principle figures concerned, but of the availability of important materials within the larger author collection. Individual entries will, for example, note the existence within a given collection of a particular correspondence series important in its own right. An index of authors and subjects represented in the collection, keyed to entry numbers, will be a special feature of the bibliographic apparatus.

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Utilizing NUC location symbols, the guide will also note where feasible, the names of other research libraries holding important groups of materials of the authors under review.

The guide will be prepared during the second year of the project since the largest part of the cataloging will have been completed by the end of the first year. To insure that it will be comprehensive without being formidable, the guide will be approximately 130 pages, and include some 35 illustrations. It will be compiled by Holly Hall, who already possesses an extensive knowledge of the collections. Turning to advantage seven years of experience in working with researchers, she will be able to highlight the significance of the papers as primary source materials and demonstrate the inter-related uses to which the collection can be put.

The guide, printed in 1000 copies, will be distributed to all major U.S. and selected Canadian research libraries, to English Departments of universities with strong twentieth-century literature doctoral programs, and to 100 or so identified scholars here and abroad known to be doing research in the field, especially those who have used the Modern Literature Collection in the last three years.

The guide will be completed and ready for mailing in September 1980. Given its scope, when published the guide will help to establish the identity of the collection at Washington University and to reinforce the library's standing as a source of the contemporary literary papers sought by scholars.

One copy of this application has been sent to Charles O'Halloran, State Librarian, Missouri State Library, 308 E. High Street, Jefferson City, Missouri 65101. If this application is successful, copies of the annual and final reports, and of the published guide will also be sent to him at the end of the grant period.

VII. STATEMENT ON FUND-RAISING CAMPAIGN FOR JOHN HAY LIBRARY

Brown University is readying itself for a major capital campaign, to be initiated in 1978-79 and continued for five years. One of the most pressing projects in this campaign is the renovation of the John Hay Library. The need to renovate the Hay has, in fact, grown critical from the University's point of view.

While the fund-raising effort for the John Hay is to be incorporated within Brown's overall campaign, it will nonetheless have an identity of its own, similar to the mini-campaign Brown conducted for theatre arts and music from 1973 to 1976. In that effort, Brown secured a total of $2.7 million in gifts and pledges for the re-cycling of campus structures for a theatre and a music complex -- $1.8 million of which is in matching funds inspired by a Challenge Grant of $900,000 from the Kresge Foundation.

The success of that challenge-oriented effort encourages us to think that using many of the same techniques, with the impetus of a Challenge Grant of $750,000 from the National Endowment for the Humanities, will also result in a highly favorable outcome. Additionally, as has also proven true in the areas of theatre and music, we are now identifying and will continue to identify donors who, with continued cultivation and involvement, will provide ongoing, sustaining support even after the renovation of the John Hay is realized.

Specifically, we intend to seek contributions from those individuals who have given collections to the John Hay, who have a personal interest in what happens to those collections but who, at this point, are not ready to commit funds until they see compelling evidence of support from others, such as that which we feel would be forthcoming as a result of an NEH Challenge Grant. Additional prospects include members of the rejuvenated Friends of the Library of Brown University, many of whom are capable of sustantial gifts, but who, we feel, will give more generously and more confidently with the inspiration of a Challenge Grant from NEH. Logically, we will be approaching various foundations and corporations, current and former parents, alumni, all of whom we have pinpointed as library enthusiasts.

A unique group of potential donors are found in the descendants of John Hay, two of whom are recent Brown graduates and one of whom is now a freshman. It cannot be assumed, however, that the family tree will necessarily yield the bulk or indeed any of the funds needed for the renovation of the John Hay Library. Our ties to the family members are mainly tenuous, and those individuals have long-standing commitments to other institutions. We feel, however, that the leverage, in fact the raison d'être, for meeting with Hay's descendants to talk about support for the renovation project would be supplied by nothing so convincing as a Challenge Grant from NEH.

We are presently drawing up a steering committee to oversee the funding of the John Hay's renovations, this committee to be part of the entire capital campaign structure but with a precise charge and focus. We expect a prominent trustee emeritus to serve as chairman, with a healthy mixture of other trustees, alumni, parents, and friends comprising the committee. Obviously, appropriate staff support will be assured, with the blessing of the administration. By late spring, 1978, we hope to have secured $1 million in gifts or pledges toward this $3 million project, with another $1.25 million secured over the following two years, and with the remaining $750,000 coming, hopefully, through the Challenge Grant requested of the National Endowment for the Humanities.

STATEMENT ON FRIENDS OF THE LIBRARY

The Friends of the Library of Brown University has recently been revived, following nearly a decade of relative inactivity. This is part of the overall effort to broaden the base of support by alumni, parents, and friends for all of the libraries at Brown, and particularly the support of the John Hay Library as Brown looks to its anticipated renovation.

Earlier, when the Friends group was functioning well, its membership numbered about 250, a figure we hope to exceed notably in our current rejuvenation effort. Approximately 2,000 invitations to membership were mailed in September, 1977 (see enclosed), and by the end of this calendar year we hope to have a healthy group reassembled. To that end, the John Hay staff is personally contacting former members of the Friends, as well as prospective members who have come to its attention.

Funds received annually through the Friends' memberships will provide ongoing support of a fundamental, operational nature; for example, acquisitions, appraisers' fees, special exhibitions and publications, lectures, and other basic services. And while the Friends as a group is unlikely to generate sufficient funding to cover the extensive renovation of the John Hay Library, it is anticipated that the group will foment intense interest in the John Hay among affluent alumni and local citizenry, not to mention encouraging the emergence of generous donors from its own ranks to help with the renovation.

Among the services provided the Friends are: invitations to exhibitions and lectures throughout the year (see enclosed); regular mailings of Books at Brown, a scholarly journal published by the Brown University Libraries (see enclosed); a forum of association for those interested in books, collecting, printing, and the growth of the library.

The report of last year's activities is here enclosed, for, although the Friends group has been in a quiescent period, this data and roster of officers will be of interest in gauging the potential of the organization for long-range support and the more immediate support for the renovation project of the John Hay.

Gift Opportunities in Scholarly Achievement

New Scholarly Achievement	
Scholarships	$1,000,000
Bascom Professorships	750,000
Chair in Agricultural and Natural Resources Law	500,000
Fellowships in the Humanities	350,000
Lectureships and Visiting Scholarships in Women's Studies	350,000
Total Needed:	$2,950,000

The high academic standards at the University of Wisconsin, acclaimed worldwide by scholars, depend to a great extent on gifts from private sources. A gift for Scholarly Achievement will significantly affect the academic programs of the University by funding scholarships for those gifted students whose contributions make an important difference between mediocrity and excellence at the University. Or by providing faculty support and professorships so needed to retain and develop the best minds of our times for teaching and exploring fresh ideas in the conquest of knowledge. Or by endowing those programs of uniqueness and special quality that have contributed those rare visions in the search for a better world.

Priority Endowments

The University has given priority to five programs it considers crucial to New Scholarly Achievement, and has developed gift opportunities in these areas for which endowments can be named by the donors. They include:

Chair

To permanently support a Chair in Agricultural and Natural Resources Law—one endowment $500,000

Post-Doctoral Fellowships

To support visiting fellows in the Institute for Research in the Humanities—four endowments .... $100,000 each

Lectureships and Visiting Scholarships

To bring lecturers and scholars to the Women's Studies Research Center—four endowments .... $100,000 each

Bascom Professorships

To provide funds for research projects and materials for outstanding teachers of undergraduates—twelve endowments .... Ranging from $60,000 to $100,000 each

Scholarships

To support students of high potential or great need—fifty endowments... Ranging from $20,000 to $100,000

Donor-defined Endowments

In addition to the priority endowments for New Scholarly Achievement included in the *Forward with Wisconsin* goals, the University has identified a number of other categories that donors may wish to consider. Here donors may define specific projects they believe would add to the scholarly assets of the University, designate them for particular departments or fields of study, and suggest suitable names. The University of Wisconsin Foundation would be pleased to work with donors to develop these endowments or others for all fields, schools and colleges in the University. Among these opportunities:

Fully endowed professorships	$750,000
Endowed professorships which support only salary funding	$500,000
Endowed professorial stipends like those of the Bascom Professorships	$60,000
Endowed fellowships for graduate students	$25,000
Endowed scholarships for undergraduates	$20,000

New Tools of Knowledge

To keep pace with the growing body of knowledge, the University uses the tools of the scholar which—as with knowledge itself—grow and change. Books and artwork are among the traditional "tools" of the scholar. While they remain important as ever, today they must share their role with computers and specialized laboratories.

Unrestricted funds provide another "tool" of knowledge in *Forward with Wisconsin.* They are essential if the University is to continue growing in excellence.

Forward with Wisconsin will further the University's "tools" in these areas:

Elvehjem Art Center Endowment

Named for the late UW President Conrad Elvehjem, the Elvehjem Art Center was built entirely from gifts from alumni and other University friends in 1970. It has become one of the leading university art museums with a fine permanent collection featuring representative art treasures from most periods.

The Elvehjem is seeking to build an endowment to support a long-range acquisition program for its permanent collection. Unlike comparable galleries elsewhere, the Elvehjem doesn't receive State funding for art acquisitions. Included in the *Forward with Wisconsin* campaign is a portion of the endowment's goal to be held in trust with earnings devoted to buying each year selected works to round out and update the Elvehjem's holdings.

An application has been made for a matching challenge grant from the National Endowment for the Humanities. Gifts for the Elvehjem Art Center Endowment made in anticipation of this grant will be eligible for matching.

Computer and Communications Laboratory

Just as business itself has found utility in the use of computers, those involved in research on business find computing services invaluable in their studies.

To further work in these areas, the University needs computing resources, managerial communications equipment, and a facility to house them. In order to build special facilities in a new addition, the School of Business is seeking gifts to match funds promised for building and equipment. The new laboratory would be a west wing to the Commerce Building.

Special Library Collections

The value of a research library is the depth of its special collections. These encourage studies, attract and hold great scholars, and produce fresh thinking.

Most current library purchases are funded by state appropriations. But most of these special collections, which enrich the University's research resources, are gifts-in-kind or are purchased with gift funds.

While Wisconsin has several excellent special collections, it does have a number of fields—eighteen to be exact—in which it seeks expansion. *Forward with Wisconsin* will provide funds to purchase out-of-print books as they come on the market, to fill specific needs in these eighteen collections.

Unrestricted and Donor-defined Projects

To keep the University growing in excellence, unrestricted gifts are needed. Unrestricted funds are what Emeritus President E. B. Fred called "enterprise funds—each dollar worth ten dollars of restricted funds." As a state university, Wisconsin's public funding is mostly earmarked—limited to specific purposes with every expenditure pre-audited and post-audited by the State. Only a limited State appropriation is available for flexible application to quick-developing research, teaching and public service opportunities.

As part of the *Forward with Wisconsin* campaign, unrestricted gifts are a "tool" that will enable the University to move productively in directions it had not contemplated and will provide "enterprise funds" to give the University the ten-to-one advantage Dr. Fred described.

The Memorial Union's front columns dramatically frame the Memorial Library, seen across Langdon Street.

Gift Opportunities in Tools of Knowledge

Few universities can make the statement, as the University of Wisconsin can, that they provide a "quality" education to all their students. Quality education is ensured not only by faculty excellence, but also by those Tools of Knowledge that provide the extra measure of enrichment students need to achieve the finest education. Your gift to the *Forward with Wisconsin* campaign will provide those necessary resources critical to the Wisconsin education, an education which stands for quality among its peers.

Some of the gift opportunities for New Tools of Knowledge at the University include:

Elvehjem Art Center Endowment	
Named Art Purchase Funds	$50,000 or more
Computer Laboratory	$500,000 or more

Special Library Collections

Eighteen collections in University libraries need funding and are available for naming. They are:

Art Library	Photography Collection	$10,000
Biology Library	Endangered Species Collection	$10,000
Business Library	International Business Collection	$10,000
College Library	American Newspapers Collection	$20,000
Geography Library	Historical Geography Collection	$6,000
Memorial Library	African Missionary Archives Collection	$20,000
	Brazilian Studies Collection	$20,000
	Buddhist Studies Collection	$20,000
	Byzantine and Modern Greek Studies Collection	$20,000
	Commonwealth Literature Collection	$20,000
	Norwegian Local History and Genealogy Collection	$30,000
	Philippine Studies Collection	$20,000
	The Renaissance Epic Collection	$20,000
Music Library	American Music Collection	$20,000
Pharmacy Library	Drug Reference Collection	$10,000
Physics Library	Energy Sources Collection	$10,000
Social Work	Gerontology Collection	$3,000
Steenbock Library	Wild Life Collection	$20,000

Portions of the above or other specialized rare book collections .... Ranging from $2,000-20,000

New Tools of Knowledge

Elvehjem Art Center Endowment	**$600,000**
Computer-Managerial Information Laboratory	**$500,000**
Special Library Collections	**$300,000**
Unrestricted and Donor-defined Projects	**$1,750,000**
Total Needed:	**$3,150,000**

Massachusetts Institute of Technology

Computerized Cataloguing System for Architectural Records

For the past six years, M.I.T. Historical Collections, a department of the Massachusetts Institute of Technology Libraries, has been engaged in a major project to restore, preserve, and catalogue drawings produced in the Institute's School of Architecture in order to make them available to researchers and for exhibition. The architectural drawings collections consists of approximately 12,000 individual items, including student theses and design problems, design projects by faculty members, and drawings acquired by the School of Architecture as tools of instruction. These drawings, which are, for the most part, magnificent watercolor Beaux Arts renderings, include the work of some of the finest architects of 19th and 20th century America. Louis Skidmore, Sophia Hayden Bennett, Cass Gilbert, Edward Durrell Stone, Marion Mahoney Griffon, Louis Lilley Howe, Gordon Bunshaft, and I.M. Pei are just a few of the names included in this collection. It is a unique documentation of the way in which architecture was taught and mastered at the first school of architecture in the United States. A history of the M.I.T. School of Architecture is included for the purpose of further illustration.

As a primary source for researchers, the collection is invaluable. Historical Collections supplied drawings by M.I.T. women architectural graduates for use in a show entitled "Women in Architecture" held at the Brooklyn Museum, February - April 1977. Drawings have been included in the books Women in American Architecture: A Historic and Contemporary Perspective (Susana Torre, ed., New York, Watson-Guptill Publications, 1977), Unbuilt America (Alison Sky and Michelle Stone, New York, McGraw-Hill Book Co., 1976), and Beaux Arts to Bauhaus and Beyond: An Architect's Perspective (Harold Bush-Brown, Whitney Library of Design, New York Watson-Guptill Publications, 1976). In addition, photographs of drawings and other materials, such as biographical information, are supplied to large numbers of individual researchers. Historical Collections was cited as a source of architectural drawings in the Boston area in a working session on archives of the Society of Architectural Historians. Drawings form this collection have also been displayed at the High Musuem of Art in Atlanta, the Houston Museum of Contemporary Arts, and the Boston Architectural Center, as well as at several locations on campus, including permanent exhibits at the Institute Archives and at the M.I.T. Faculty Club.

Since the project was initiated, much has been accomplished. The drawings, originally stored in large rolls and exposed to the elements, causing them to become brittle, were put through a process, recommended by Carolyn Horton, whereby moisture was reabsorbed into the paper fibers. The drawings were then rolled out between sheets of blotting paper and acid-free tissue paper and flattened with weights. The drawings were sorted by date, theses were separated from student design problems, and each item was catalogued, cleaned and stored between sheets of acid-free paper. Next, the repair of the drawings was begun, and with the support of a National Historical Publications and Records Commission grant (#79-39) this phase, which also involves the sorting and cataloguing of the design problem materials of original drawings, photographs and negatives, will be completed within the current fiscal year. The final portion of this project is the completion of a computerized catalogue to the collection.

To date, the information in two temporary chronological manuscript catalogues --- one for theses and one for non-degree drawings --- has been entered into a data base. Within this file, each drawing listing contains the author, his or her class year, the title, dimensions, veiw (e.g., prespective, elevation, detail), the author's status (e.g., undergraduate, B.S., M. Arch.), the author's sex, a subject category (e.g., military, religious, municipal), and any additional information deemed pertinent. Two separate "first draft" chronological catalogues have been generated from the theses and for the non-degree drawings as have author and subject listings (see sample pages of temporary catalogue enclosed). When the project is completed, we will retain two chronological catalogues but will combine theses and non-degree drawings in the author and subject listings.

A computerized catalogue for this collection has been a final objective since the inception of the project. All sorting and cataloguing has been done with this in mind. The main advantage of having this catalogue will be increased accessibility to information not readily available at this time. For example, the subject listings will aid the researcher interested in specific types of architecture. The author index will provide a listing of all drawings done by one person whether as a thesis or as an undergraduate project, and each individual drawing listing will provide all the information contained on each drawing, such as multiple authors or prizes awarded.

M.I.T. has agreed to supply $5000 worth of computer time. What is needed now is funding for three position --- two part time student editors and one part time professional programmer for six months to edit, annotate, and produce the final catalogues and program manual, and for reproduction and distribution of the final catalogues to area libraries. A detailed plan of work and the budget are to be found in Appendix A and Appendix B, respectively.

The importance of this project should be emphasized. To the best of our knowledge, no other such collection has been catalogued in this manner. The flexibility of the format and the completeness of the information make it an attractive research as well as reference tool. We have received inquiries about this project from Yale University and Columbia University. With the founding of the Committee for the Preservation of Architectural Records, the fate of architectural records has been brought to nationwide attention. Catha Grace Rambusch, Executive Director of COPAR, has expressed a desire for information on this project as soon as it becomes available. Upon its completion, copies of the catalogue will be sent to area libraries and organizations with an interest in architectural records, including the Boston Public Library, Graduate School of Design Library of Harvard University, Boston Architectural Center, and COPAR and the written documentation of the program will be make available upon request. Technology and Conservation Magazine and both the Massachusetts and national COPAR newsletters have offered to run articles on the project and possibilities exist for coverage in History News and in an American Association for State and Local History Technical Leaflet. We envision the program as serving as a model for other collections or architectural drawings with potential for adaptation to other media, such as photographic and instrument collections.

We are therefore applying for an NHPRC grant of $12,210.00 to complete this pioneering work. The project will be under the direction of Warren A. Seamans, Director, M.I.T. Historical Collections. A brief summary of Mr. Seaman's background and descriptions of the positions that would be funded by this grant are to be found in Appendix C.

State University of New York
at Buffalo

Handouts: A guide to the Undergraduate Library is available at the reference desk. Other guides are also available.

Course: "Sources and Methods of Library Research." 4 credits. Offered each year.

UNIVERSITY ARCHIVES

Contacts: Shonnie Finnegan,
University Archivist
Christopher Densmore,
Assistant Archivist
636-2916, 636-2918

Scope: Introduction to research in archives; specialized assistance in making more effective use of primary source materials; instruction in archives administration.

Classes: Pre-arranged sessions given in classrooms or in the Archives.

Special: By arrangement with instructor, class exercises in archival research can be devised.

Individual or class assistance on the planning of research projects involving archives, oral history, or local history sources.

Class sessions and individual advisement on problems in archives administration.

The University Archives is the headquarters of the Buffalo Community Studies Group which sponsors monthly colloquia and bibliographic projects to encourage and assist instruction and research in local and community studies.

November 1978

University Libraries
SUNY at Buffalo

LIBRARY INSTRUCTION

78-79

The University Libraries currently offer a variety of orientation and instruction programs designed to help students learn how to do effective library research. Programs available in both general and discipline-related library instruction are described briefly in this leaflet so that students and faculty can take full advantage of what is being offered in 1978/79.

When making arrangements for any type of library instruction, please allow enough time for adequate scheduling. Two weeks advance notice is recommended. The names of librarians who should be contacted as well as brief information about tours, lectures, courses, etc. are listed under the name of each sponsoring library unit.

A RESEARCH PROGRAM IN
MANUSCRIPTS
JOHN HAY LIBRARY

Last year, under the general supervision of Professor Stuart Sherman, University Library Bibliographer, the Manuscript Division of the John Hay Library developed a research program in manuscripts in conjunction with the Independent Study Program. As a result of its success, the Bibliography Department will offer, beginning this Fall, a course in archival and manuscript theory and methods.

This course, though independently valuable, also is part of a broader research sequence. This course and sequence attempt not only to train participants as archivists, but also to introduce them to basic research methods at the primary source level. Initially, through the review of basic texts, supplemented by readings in current literature and regular classroom discussions, students will be introduced to basic archival and manuscript theory. Subsequently, in organizing collections, students will not only process these manuscripts as archivists, but will learn also to appreciate the research potential of such primary source material. Students will therefore approach the actual processing of manuscripts both as archivists and as historians or literary scholars. Grading of the course will result from a mid-term examination and the organization and processing of two or three small collections which will demonstrate the students' general understanding of manuscript and archival theory and practice, and their organizational and analytical capibilities.

Aside from gaining practical experience in archives and manuscripts, students will also have gained insight into pursuing research at the primary source level. Finally, we will invite students to participate in a research program in which they will process a major manuscript collection during the following semester or year. Students will organize, analyze and describe a collection which complements their own research interests. As such, in addition to receiving additional experience and academic credit, the students will be completing research which they may be able to use towards the satisfaction of other programs or degrees, namely senior or graduate papers or independnet research projects.

Interested students should apply by May 18 to Mr. Clifton Jones, Manuscript Curator, at the John Hay, extension 2146. Since we are hampered by both restricted working space as well as by our desire to work as closely with our students as possible, we can instruct no more than seven students during any given semester. Students must therefore receive prior permission from Professor Sherman to enter the program.